



*Education, Audiovisual &
Culture Executive Agency*

**CALL FOR PROPOSALS
EACEA N° 23/2007**

CULTURE PROGRAMME (2007-2013)

SUPPORT FOR CULTURAL ACTIONS:

MULTI-ANNUAL COOPERATION PROJECTS

(Strand 1.1)

'APPLICANT'S GUIDE'

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Introduction

Disclaimer:

The following is intended as useful information for applicants. It does not replace or overrule the criteria or any other conditions contained in the Call for Proposals EACEA N° 23/2007 and the Specifications accompanying thereof

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

Before proceeding to completing and sending the application file, please ensure that you have read carefully the Specifications accompanying the Call for Proposals EACEA N° 23/2007, which may be consulted at: http://eacea.ec.europa.eu/culture/calls2007/index_en.htm

How to prepare the application documents for submission

The application procedure is split in two phases:

PHASE I – Submission of proposals (deadline: October 31, 2007):

Applicants will be requested to submit their proposals with a minimum of required documents, allowing verification of the formal eligibility criteria, their operational capacity and assessment of the award criteria.

PHASE II – Submission of additional documents (deadline: maximum one month following the request of the Executive Agency):

Only applicants whose proposals have received at least 26,25/35 points (i.e. 75/100) will be invited by the Executive Agency to submit additional documents allowing further examination of their file. In case pre-selected applicants fail to submit the requested documents within the set deadline, their application will be considered non eligible.

The main objective of the two-phase application procedure is:

- i) to limit the workload of applicants when submitting their proposals;
- ii) alert successful applicants that they are considered for an EC grant at a relatively early stage, thereby avoiding undue delays in the implementation of the selected projects;
- iii) let rejected applicants have an indication about the status of their application at an earlier stage during the selection process, thereby allowing them to look for other means of financing of their project, if they so wish.

The following table summarises the documents that must be submitted for each phase of the application procedure:

| |
|---|
| <p>Submission of Proposals <i>(all applicants)</i></p> <p>Phase I</p> |
| <p>Deadline: October 31, 2007</p> |
| <p>Applicants should submit their proposal comprising the following documents:</p> <ul style="list-style-type: none"> ❖ Application form (Part I, II and III) ❖ Annexes to Application Form – Phase I <ul style="list-style-type: none"> <u>Part I (Information on the Project):</u> <ul style="list-style-type: none"> * No annexes <u>Part II (Estimated Budget):</u> <ul style="list-style-type: none"> * Concise presentation of estimated budget (expenditure + income) – no annexes <u>Part III (Information on Applicant Organisations):</u> <ul style="list-style-type: none"> * Declarations on honour (two) * Activities Report * Curriculum Vitae of persons responsible for the action * Cooperation agreement |

Submission of additional documents
(pre-selected applicants only)

Phase II

Deadline: maximum one month following the request of the Executive Agency

Pre-selected applicants will be requested to submit the following documents:

❖ Annexes to Application Form – Phase II

Part II (Estimated Budget)

* Detailed budgetary annexes (in line with the concise presentation of estimated budget submitted in Phase I)

Part III (Information on Applicant Organisations):

* Legal Entity form + * supporting documents

* Financial Identification form (coordinator only)

* Financial Capacity form (coordinator only)

* Balance sheets + * Profit/Loss accounts (coordinator only)

* External audit report (coordinator only)

Attention: *These documents will be submitted upon request during phase II of the application procedure. Pre-selected applicants are strongly recommended to take all necessary precautions in order to have all required documents prepared and sent within the set deadline.*

The application forms

Application forms can be obtained on the Internet at the following address:

http://eacea.ec.europa.eu/culture/calls2007/index_en.htm

A different application form must be used for each phase of the application procedure.

When submitting your proposal (Phase I, deadline: October 31, 2007), you must use the document 'Application Form – Phase I'.

When submitting additional documents (deadline: maximum one month following the request of the Executive Agency), pre-selected applicants must use the document 'Application Form – Phase II'.

Phase I
(deadline: October 31, 2007)

The application file upon submission of the proposal must include:

- i) one copy of the application form and related annexes and
- ii) an official cover letter signed by the coordinator.

The Application form – Phase I consist of three main parts:

- (I) Information on the Project – Description
- (II) Information on the Project – Estimated Budget
- (III) Information on the Applicant Organisations
 - (section III.i) Coordinator ('beneficiary')
 - (section III.ii) Co-organiser ('co-beneficiaries')

Part (III) contains Annexes, which have to be completed and attached to the main body of the application form.

Before sending your application, please ensure that:

- i) you have duly completed all parts of the application form;
- ii) you have attached the required Annexes;
- iii) you have signed the application form where required;
- iv) you have included a cover letter signed by the coordinator.

Failure to do so will result in your application being non eligible.

In case your project proposal is selected, part (I) (*Information on the Project – Description*) and part (II) (*Information on the Project – Estimated Budget*) will be annexed, as an integral part, to the Grant Agreement. Please take, therefore, sufficient time to prepare all the relevant documents and information in these parts.

Phase II
**(deadline: maximum one month following the request of the
Executive Agency)**

The Application form – Phase II consists of three main parts:

- (I) Information on the Project – Description
- (II) Information on the Project – Estimated Budget
- (III) Information on the Applicant Organisations
 - (section III.i) Coordinator ('beneficiary')
 - (section III.ii) Co-organisers ('co-beneficiaries')

For part I (Information on the Project – Description), no additional documents are required.

For part II (Information on the Project – Estimated Budget), you must fill in the budgetary annexes (in EXCEL format). These should be in line with the concise presentation of the estimated budget submitted in Application Procedure - Phase I.

For part III (Information on the Applicant Organisations), a number of additional documents must be submitted, as required, by the coordinator and each of the co-organisers.

How to fill in the application forms

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

Application forms must be typed. Handwritten applications forms are not allowed.

Please keep all parts of the application form as clean as possible and do not fold, staple or amend them with correction fluid.

Enter your data only in the fields provided for this purpose on the forms, do not type outside the boundaries or use more characters than the maximum indicated (as appropriate).

Use additional copies of A4 sheets to add information, if necessary.

For questions requiring a choice between different boxes, please enter X in the appropriate box.

Application Form - Phase I
Submission of proposals
(deadline: October 31, 2007)

Part I (Information on the Project - Description)

In case your project is selected, this part of the application form will be annexed, as an integral part, to the Grant Agreement.

1. Project title and acronym

Insert the project title (no longer than 200 characters) as given in this application. Minor corrections to the project title are possible following completion of the selection procedure, only if agreed by the Executive Agency. Insert project acronym, if applicable.

2. Project duration

The eligibility period of all actions co-financed must begin before December 1, 2008 and must finish by November 30, 2013 at the latest.

Under no circumstances can the eligibility period start before January 1, 2008.

Insert the estimated duration of the project in full months. In case your project is selected, deviations from the project duration quoted in the application must be duly justified and require prior approval by the Executive Agency. The applicable conditions will be laid out in the Grant Agreement.

Please take into consideration that the duration of multi-annual cooperation projects must fall between 36 (3 years) and 60 months (5 years).

3. Cooperating organisations

Please insert the names of all applicant organisations (coordinator and co-organisers) for this application.

Attention:

You must use the same numbering of co-organisers throughout the application procedure (part III, section ii of the application forms).

4. Domain(s) more relevant to the project

Please tick as appropriate. You may not tick more than one box. If you select Interdisciplinary (ID) or Other (OTH), you must specify the domains.

5. Activities most relevant to the project

Please indicate activity code, as appropriate. You may indicate as many activities as necessary.

6. Summary of the project

Please provide a summary of the project in English (compulsory) and either French or German.

You should not use more than 2.000 characters.

The summary should, at a glance, provide the reader with a clear understanding of the content and objectives of the proposed project and their relevance to the Programme. In principle, it should describe in a succinct manner the main elements of the detailed description of the project (see below point 7).

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

7. Detailed description of the project

You should use between 20.000 and 30.000 characters (i.e. maximum 7 pages).

When preparing this text, it would be useful to read carefully the award criteria (Specifications, point 8), in particular the passages referring to European added value, relevance to the specific objectives of the Programme and excellence of proposed cultural activities.

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

When drafting the text, keep in mind that you are required to answer further questions in Part I of the application form relating to specific aspects of the project (i.e. expected level of outputs, communication and promotion activities, sustainability). You must therefore ensure that same elements are not repeated.

8. Description of project activities

You are required to insert the title and a short description of the main activities of the project, as mentioned in the detailed description of the project.

9. Quality of Partnership - Comprehensive presentation of cooperation

It is advisable to fill in this table after having completed the total estimated budget for the project (Part II). You should only insert the total amount for each budget chapter.

Attention:

Not only the total estimated budget of the project must be balanced (Expenditure = Income), but also the individual budgets of each of the cooperating organisations (coordinator and co-organisers).

Part II (Information on the Project – Estimated Budget)

In case your project is selected, the eligible estimated budget will be annexed, as an integral part, to the Grant Agreement.

Please take sufficient time to fill in the estimated budget.

For ease of reference, the form of the estimated budget is available in the format of Excel tables, which you only need to fill in, as appropriate.

All amounts must be 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 estimated budget consists of a main body which comprises the following:

- I. Expenditure (eligible for Community funding), containing 6 budget chapters, which may be further divided into items
- II. Income (including the requested EC grant), containing 3 budget chapters

The expenditure and income part of the estimated budget must be balanced (expenditure = income).

The expenditure part must clearly indicate the costs that may lay claim to financing from the Community budget. They must exclude value added tax (VAT), only in cases where the applicant organisation is able to recover VAT.

Attention I:

For actions involving costs relating to a country not taking part in the Programme – 'third country' (i.e. costs relating to natural persons citizens of a third country, organisations based in a third country and activities taking place in a third country), the relevant costs incurred by the coordinator and/or the co-organisers must not exceed 15% of the total eligible budget.

Attention II:

Expenditure incurred by associated partners is not eligible, unless it is directly paid or refunded by the coordinator and/or the co-organisers of the action.

Before proceeding to completing the estimated budget, please make sure that you have read carefully the relevant passages in the Glossary (Key Words) at the end of this Guide, as well as the Specifications accompanying the Call for Proposals EACEA N° 23/2007, referring to 'eligible costs' and 'ineligible costs'.

I. Expenditure – (1) Costs directly linked to the implementation of project activities

This budget chapter includes all costs incurred directly in connection with the implementation of project activities.

When completing this budget chapter, please pay attention to the following:

➤ Budget item 1a

- a clear distinction should be made between tasks receiving remuneration in budget chapters (1) and (5). In the event that remuneration for some staff members appearing in budget chapter (5) (Staff: administration and coordination) is also included in this budget chapter, the tasks for which remuneration is received must be proved on the evidence of job descriptions, time sheets, secondment agreements (civil servants), and/or other means.

➤ Budget items 1e and 1f)

- when making your calculations, please keep in mind that travel and subsistence (accommodation and daily allowance) costs should be in line with the usual practice of your organisation. If these costs are considered to be extravagant, they will be reviewed and capped at the scales annually approved by the European Commission.

For your information, the scales approved by the European Commission with regard to daily allowance and accommodation per country can be found at:

http://eacea.ec.europa.eu/culture/calls2007/index_en.htm

- in case of travel by plane: maximum 600 € in Europe - economy class
- in case of travel by train: first class ticket is allowed
- in case of travel by car: flat reimbursement of 0,22 €/km (fuel costs non eligible)
- taxi costs are not considered as eligible because they are included in subsistence (daily allowance).

➤ Budget item 1g

- do not include social security charges

➤ Budget item 1h

- this relates to hire of premises used exclusively for the implementation of the project activities (i.e. exhibition space, theatre, etc.)
- do not include costs relating to rent of offices of the coordinator and the co-organisers in this budget item

➤ Budget item 1j

- apply depreciation rule for any purchase above 500 €

➤ Budget item 1l

- specify in detail

I. Expenditure – (2) Production, communication and dissemination costs

This budget chapter includes costs incurred in connection with products of the project (e.g. books, newsletters, DVDs, CD-ROMs, Videos, Internet websites), as well as in connection with distribution and dissemination activities as part of the project (e.g. postage, packaging, promotion, press, advertising).

I. Expenditure – (3) Costs in connection with conferences, seminars/workshops

Attention:

Eligible costs in this budget chapter are reimbursed on the basis of scales of unit costs per country (i.e. flat unit rates based on the country in which the event takes place and the number of participant/days).

You must use the table provided for this purpose (*'Grant Calculator'*).

When inserting the relevant figures, please keep in mind the following:

- the maximum of participant-days allowed is 1.500 per project
- there are two rates applicable based on the origin of participants: 'local' for participants residents in the country in which the conference/seminar/workshop takes place and 'international' for participants residents in a country other than the country in which the conference/seminar/workshop takes place.

I. Expenditure – (4) Travel expenses and subsistence costs for administrative staff in connection with implementation of the action

This budget chapter includes only costs of travel expenses and subsistence (accommodation – daily allowance) of the administrative staff involved in the coordination and implementation of the project (e.g. Board meetings, meetings of co-organisers).

When making your calculations, please take into consideration the following:

- travel and subsistence (accommodation and daily allowance) costs should be in line with the usual practice of your organisation. If these costs are considered to be extravagant, they will be reviewed and capped at the scales annually approved by the European Commission. For your information, the scales approved by the European Commission with regard to daily allowance and accommodation per country can be found at: http://eacea.ec.europa.eu/culture/calls2007/index_en.htm
- in case of travel by plane: maximum 600 € in Europe - economy class
- in case of travel by train: first class ticket is allowed
- in case of travel by car: flat reimbursement of 0,22 €/km (fuel costs non eligible)
- taxi costs are not considered as eligible because they are included in subsistence (daily allowance).

I. Expenditure – (5) Staff: administration and co-ordination

This budget chapter includes costs of the staff employed by the coordinator and the co-organisers in order to implement the project (e.g. administration, co-ordination, secretarial support).

The total cost in this budget chapter should not exceed 20% of the total amount of all other direct expenditure i.e. budget chapters (1)+(2)+(3)+(4).

When making your calculations please take into consideration the following:

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

I. Expenditure – (6) Indirect costs

This budget chapter includes only the coordinator's and the co-organisers' general costs incurred in connection with the implementation of the project (e.g. office equipment, office supplies, consumables, telecommunication, rent, electricity, heating, maintenance, depreciation of equipment).

The total cost in this budget chapter must not be:

- i. higher than 7% of the total amount of all other direct expenditure i.e. budget chapters (1)+(2)+(3)+(4)+(5) and
- ii. more than 180.000 €

When calculating the depreciation of office equipment, please take into consideration the following: only the portion of equipment's depreciation corresponding to the eligibility period of the project and the rate of actual use for the purposes of the project may be taken into account.

Attention:

This point relates to budget chapters (5) and (6).

In order to facilitate the calculation of budget chapter (5) and (6), while taking into account the applicable rules (eligible administrative costs must not exceed 20% of all other direct expenditure and eligible indirect costs must not exceed 7% of the total direct expenditure and should be less than 180.000 €), you could proceed as follows:

- ✓ Consider all the activities that you propose as part of your project (i.e. these should figure in the project description and budget chapters (1)+(2)+(3)+(4)).
- ✓ Calculate the total estimated expenditure for these activities.
- ✓ You will now be able to calculate the administrative costs for the project (budget chapter (5)). Bear in mind that the total amount of eligible costs should not exceed 20% of all other direct expenditure.

You have now the total direct expenditure for your project (i.e. budget chapters (1)+(2)+(3)+(4)+(5)).

- ✓ You may then proceed to consider your estimation for the indirect costs of your project (i.e. budget chapter (6)). Bear in mind that total amount of eligible costs must not exceed 7% of the total direct expenditure and should be less than 180.000 €.

In case your project is selected, these rules also apply to the actual budget of your project, which you will submit in the final financial accounts together with your final report.

II. INCOME

The total estimated budget must be balanced (expenditure = income).

When completing this part, please pay attention to the following:

- the EC grant may not exceed 50% of the total eligible budget of the project and must be minimum 200.000 € and maximum 500.000 € per year.
- income generated by the project activities (i.e. ticket sales, sale of publication, registration fees, other) must not in any way be considered as own or raised funds.
- the amount of the financial contribution of the coordinator and each co-organiser under 'self-financing' (budget chapter 3) must be own funds or raised and secured funds specifically for the project.

Signature

The last page of the budget must be signed by the person legally authorised to commit the coordinator.

Part III (Information on the Applicant Organisations)

Section i Coordinator ('beneficiary')

Attention:

Should there be any changes in your contact details at any moment during the selection procedure, please communicate immediately your new contact details, clearly indicating your application reference number, to the following address:

Education, Audiovisual & Culture Executive Agency

Culture Programme (2007–2013)

Call for proposals EACEA N° 23/2007

Avenue du Bourget 1(BU 29, 02/28)

B - 1140 Brussels

Belgium

1. Organisation legal name

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

2. Organisation short name

Write the short name of the organisation, if applicable. This should not normally be more than 20 characters. The same short name should be used in all documents relating to this application.

3. Legal address data

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

4. Title

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

5. Position

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

6. Phone and fax numbers

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

7. Experience in the domain(s) to which this application relates

It should be the domain(s) most relevant to the proposed project. If you select Interdisciplinary (ID) and/or Other (OTH), you must specify the domains.

8. Previous experience in cultural co-operation with organisations from other countries participating in the Culture programme

Please describe only experience covering the past three (3) years. Indicate only major co-operation projects. For each project, you must include the following information: country and name of the organisation with which you have cooperated, the year/s which the project lasted and the title of the project.

9. ATTENTION: ANNEXES TO ATTACH TO PART III, SECTION I

Please ensure that you attach the following documents in the corresponding Annexes:

in Annex III.i.A, the Declaration on honour (Legal Status)

This document must be duly completed and signed by the legal representative of the coordinator.

The document attests as to the conformity of the legal status of the coordinator to the eligibility criteria as set out in the Specifications accompanying the Call for proposals EACEA N° 23/2007.

Please tick box, as appropriate.

Useful explanation:

A *public body* is considered as any body, any part of whose costs are financed from the state budget as of right, either by central, regional or local government. That is, these costs are financed from public sector funds raised through taxation or fines or fees regulated by law, without going through an application process which might result in their being unsuccessful in obtaining funds.

Organisations that depend on state funding for their existence and receive grants year after year, but for which there exists at least the theoretical possibility that they may fail to receive money one year are not public bodies but are considered by the Commission as private bodies.

in Annex III.i.B, an Activity Report of your organisation covering the past two (2) years in the relevant domain(s).

in Annex III.i.C, a copy of the Curriculum Vitae of the person responsible for the general co-ordination/implementation of the action (*project manager*).

in Annex III.i.D, a Declaration on Honour (Operational and Financial Capacity, Promotion and Publicity, Double funding)

This document must be duly completed and signed by the legal representative of the coordinator.

The document attests as to the following:

- the accuracy of the information quoted in all Parts and Annexes of the application form;
- the role of the applicant organisation in the design (conceptual role) and the operation (implementation role) of the proposed action;
- the financial contribution of the applicant organisation to the total estimate budget (self-financing);
- the operational and financial capacity of the applicant organisation to complete the proposed action;
- the obligations of the applicant organisation with regard to publicity and promotion;
- that the applicant organisation is not in any of the situations in Articles 93 (1) and 94 of the EC Financial Regulation;
- the obligation of the applicant organisation with regard to double EC funding

in Annex III.i.E, the Cooperation Agreement signed by the legal representatives of all applicant organisations (coordinator and co-organisers)

Useful explanation:

Multi-annual co-operation projects must be founded on a Co-operation Agreement, i.e. a common document with a legal form recognised in one of the countries taking part in the Programme which is signed by all cultural operators involved. This document describes in a succinct way the objectives of the action, the activities which will be implemented, the role of the coordinator and each co-organiser in the design and implementation of the action, and the amount of their financial contribution.

Section ii Co-organisers ('co-beneficiaries')

Attention:

You need to complete one full set for each co-organiser (i.e. application form and annexes). Please make sure that you identify the number of each co-organiser at the beginning of the form (e.g. co-organiser number x) and maintain the same number for each co-organiser throughout the application procedure.

Please keep together the pages of the application form and annexes referring to the same co-organiser.

1. Organisation legal name

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

2. Organisation short name

Write the short name of the organisation, if applicable. This should not normally be more than 20 characters. The same short name should be used in all documents relating to this application.

3. Legal address data

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

4. Title

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

5. Position

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

6. Phone and fax numbers

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

7. Experience in the domain(s) to which this application relates

It should be the domain(s) most relevant to the proposed project. If you select Interdisciplinary (ID) and/or Other (OTH), you must specify the domains.

8. Previous experience in cultural co-operation with organisations in other countries participating in the Culture programme

Please describe only experience covering the past three (3) years. Indicate only major co-operation projects. For each project, you must include the following information: country and name of the organisation with which you have cooperated, the year/s which the project lasted and the title of the project.

9. **ATTENTION: ANNEXES TO ATTACH TO PART III, SECTION ii**

Please ensure that you attach the following documents in the corresponding Annexes:

in Annex III.ii.A, the Declaration on honour (Legal Status)

This document must be duly completed and signed by the legal representative of the co-organiser.

The document attests as to the conformity of the legal status of the co-organiser to the eligibility criteria as set out in the Specifications accompanying the Call for proposals EACEA N° 23/2007.

Please tick box, as appropriate.

Useful explanation:

A *public body* is considered as any body, any part of whose costs are financed from the state budget as of right, either by central, regional or local government. That is, these costs are financed from public sector funds raised through taxation or fines or fees regulated by law, without going through an application process which might result in their being unsuccessful in obtaining funds.

Organisations that depend on state funding for their existence and receive grants year after year, but for which there exists at least the theoretical possibility that they may fail to receive money one year are not public bodies but are considered by the Commission as private bodies.

in Annex III.ii.B, an Activity Report of your organisation covering the past two (2) years in the relevant domain(s).

in Annex III.ii.C, a copy of the Curriculum Vitae of the person responsible for the implementation of the action (*project manager*).

in Annex III.ii.D, a Declaration on Honour (Operational and Financial Capacity, Promotion and Publicity, Double funding)

This document must be duly completed and signed by the legal representative of the co-organiser.

The document attests as to the following:

- the accuracy of the information quoted in all Parts and Annexes of the application form;
- the role of the applicant organisation in the design (conceptual role) and the operation (implementation role) of the proposed action;
- the financial contribution of the applicant organisation to the total estimate budget (self-financing);
- the operational and financial capacity of the applicant organisation to complete the proposed action;
- the obligations of the applicant organisation with regard to publicity and promotion;
- that the applicant organisation is not in any of the situations in Articles 93 (1) and 94 of the EC Financial Regulation;
- the obligation of the applicant organisation with regard to double EC funding.

Application Form - Phase II

Submission of additional documents
(deadline: maximum one month following the request of the Executive Agency)

Part I (Information on the Project - Description)

No additional documents are required for submission

Part II Information on the Project – Estimated Budget)

You will be required to complete a number of annexes to the estimated budget submitted during Application procedure-Phase I.

For ease of reference, the budgetary annexes are available in the format of Excel tables, which you only need to fill in, as appropriate.

The annexes provide the calculation method for each budget chapter in line with the presentation of the estimated budget submitted during Application procedure - Phase I.

Attention:

Please ensure that the total amounts of each budgetary annex are identical to the total amounts of the corresponding chapter of the estimated budget.

Part III (Information on the Applicant Organisations)

Section i Coordinator ('beneficiary')

1. Organisation legal name

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

2. Organisation short name

Write the short name of the organisation, if applicable. This should not normally be more than 20 characters. The same short name should be used in all documents relating to this application.

3. Legal address data

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

4. Title

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

5. Position

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

6. Phone and fax numbers

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

7. Legal status

Please tick box, as appropriate.

The legal status of the organisation has to be characterised in several aspects:

- organisations have to specify if they are public bodies in the context of the Commission's regulations;

Useful explanation:

A public body is considered as any body, any part of whose costs are financed from the state budget as of right, either by central, regional or local government. That is, these costs are financed from public sector funds raised through taxation or fines or fees regulated by law, without going through an application process which might result in their being unsuccessful in obtaining funds.

Organisations that depend on state funding for their existence and receive grants year after year, but for which there exists at least the theoretical possibility that they may fail to receive money one year are not public bodies but are considered by the Commission as private bodies.

8. Public owned corporation

A public-owned corporation is a legal entity created by a government to exercise some of the powers of the government. Publicly owned corporations differ from direct administration in that they have greater commercial freedoms and are expected to operate according to commercial criteria.

9. Members' liability

Limited by Shares: members' liability is limited to the amount unpaid on shares they hold.

Limited by Guarantee: members' liability is limited to the amount they have agreed to contribute to the company's assets if it is wound up

Unlimited company: there is no limit to the members' liability

10. Charity, profit or non-profit organisation

Charity: an organisation established for charitable purposes and devoting its resources to charitable activities (i.e. for the benefits of the public at large). A charity organisation cannot use its income to benefit its members.

Profit organisation: an organisation established to operate a business which will return a profit to owners or members.

Non-profit organisation: an organisation operating for non-commercial purposes, without concern for monetary profit. No part of the income is distributable to owners or members.

11. Organisation's usual sources of finance

You must indicate the regular sources of finance of your organisation. You may tick up to three boxes.

12. Dependencies between participant organisations

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

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

Legal entity *A* controls legal entity *B* if:

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

or

- *A*, directly or indirectly, holds in fact or in law the decision-making power in *B*.

Ownership or supervision of legal entities by the same public body shall not in itself give rise to a controlling relationship between them.

13. Financial support previously obtained as a coordinator or co-organiser under European Community Culture Programmes

Please ensure that you provide accurate and exhaustive information. Failure to mention all sources of EC grants/public procurement contracts obtained up to the date of submission of the application will automatically invalidate your application.

14. Financial support previously obtained as coordinator or co-organiser from an EU institution or a European Community Programme other than the Culture Programmes in the past three years.

Please ensure that you provide accurate and exhaustive information. Failure to mention all sources of EC grants/public procurement contracts obtained up to the date of submission of the application will automatically invalidate your application.

15. Has your organisation submitted, or does it intend to submit, a grant application for this action or any other action to other strands of Culture Programme (2007-2013) or to another European Community Programme(s)?

If your organisation has submitted or is in the process of submitting the same proposal under another European Community Programme and/or to another EU institution, please insert the relevant information.

16. Please indicate the funding sources (other than the European Community budget) and amounts of funding received or requested for the same action

If your organisation has secured or has requested funds for the same proposal from sources other than the European Commission or an EU institution, please insert the relevant information.

17. ATTENTION: ANNEXES TO ATTACH TO PART III, SECTION i

Please ensure that you attach the following documents in the corresponding Annexes:

in Annex III.i.A, the Legal Entity Identification form for your country and the supporting documents.

in Annex III.i.B, the Financial Identification form for your country.

The form must be stamped and signed by the account holder (legal entity in question) and by a representative of the bank.

in Annex III.i.C, the Financial Capacity form for your country.

NB. *Public bodies and international organisations under public law are not required to send this document.*

in Annex III.i.D, the Official Accounts (balance sheets and profit/loss accounts) of your organisation for the last financial year for which the accounts have been closed (and not earlier than 18 months). If the organisation has just been established, please attach approved accounts to date.

NB. *Public bodies and international organisations under public law are not required to send these documents.*

in Annex III.i.E, an Audit Report produced by an approved external auditor. The audit report shall certify the accounts for the last financial year available (and, in any case, not earlier than 18 months).

NB. *Public bodies and international organisations under public law are not required to send this document.*

Section ii Co-organisers ('co-beneficiaries')

Attention:

You need to complete one full set for each co-organiser (i.e. application form and annexes). Please make sure that you identify the number of each co-organiser at the beginning of the form (e.g. co-organiser number x) and maintain the same number for each co-organiser throughout the application procedure.

Please keep together the pages of the application form and annexes referring to the same co-organiser.

1. Organisation legal name

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

2. Organisation short name

Write the short name of the organisation, if applicable. This should not normally be more than 20 characters. The same short name should be used in all documents relating to this application.

3. Legal address data

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

4. Title

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

5. Position

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

6. Phone and fax numbers

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

7. Legal status

Please tick box, as appropriate.

The legal status of the organisation has to be characterised in several aspects:

- organisations have to specify if they are public bodies in the context of the Commission's regulations;

Useful explanation:

A public body is considered as any body, any part of whose costs are financed from the state budget as of right, either by central, regional or local government. That is, these costs are financed from public sector funds raised through taxation or fines or fees regulated by law, without going through an application process which might result in their being unsuccessful in obtaining funds.

Organisations that depend on state funding for their existence and receive grants year after year, but for which there exists at least the theoretical possibility that they may fail to receive money one year are not public bodies but are considered by the Commission as private bodies.

8. Public owned corporation

A public-owned corporation is a legal entity created by a government to exercise some of the powers of the government. Publicly owned corporations differ from direct administration in that they have greater commercial freedoms and are expected to operate according to commercial criteria.

9. Members' liability

Limited by Shares: members' liability is limited to the amount unpaid on shares they hold.

Limited by Guarantee: members' liability is limited to the amount they have agreed to contribute to the company's assets if it is wound up

Unlimited company: there is no limit to the members' liability

10. Charity, profit or non-profit organisation

Charity: an organisation established for charitable purposes and devoting its resources to charitable activities (i.e. for the benefits of the public at large). A charity organisation cannot use its income to benefit its members.

Profit organisation: an organisation established to operate a business which will return a profit to owners or members.

Non-profit organisation: an organisation operating for non-commercial purposes, without concern for monetary profit. No part of the income is distributable to owners or members.

11. Organisation's usual sources of finance

You must indicate the regular sources of finance of your organisation. You may tick up to three boxes.

12. Dependencies between participant organisations

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

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

Legal entity *A* controls legal entity *B* if:

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

or

- *A*, directly or indirectly, holds in fact or in law the decision-making power in *B*.

Ownership or supervision of legal entities by the same public body shall not in itself give rise to a controlling relationship between them.

13. Financial support previously obtained as a coordinator or co-organiser under European Community Culture Programmes

Please ensure that you provide accurate and exhaustive information. Failure to mention all sources of EC grants/public procurement contracts obtained up to the date of submission of the application will automatically invalidate your application.

14. Financial support previously obtained as coordinator or co-organiser from an EU institution or a European Community Programme other than the Culture Programmes in the past three years.

Please ensure that you provide accurate and exhaustive information. Failure to mention all sources of EC grants/public procurement contracts obtained up to the date of submission of the application will automatically invalidate your application.

15. Has your organisation submitted, or does it intend to submit, a grant application for this action or any other action to other strands of Culture Programme (2007-2013) or to another European Community Programme(s)?

If your organisation has submitted or is in the process of submitting the same proposal under another European Community Programme and/or to another EU institution, please insert the relevant information.

16. Please indicate the funding sources (other than the European Community budget) and amounts of funding received or requested for the same action

If your organisation has secured or has requested funds for the same proposal from sources other than the European Commission or an EU institution, please insert the relevant information.

17. ATTENTION: ANNEX TO ATTACH TO PART III, SECTION ii

Please ensure that you attach the following documents in the corresponding Annex:

in Annex III.ii.A, the Legal Entity Identification form for your country and the supporting documents.

How to send the application form

Phase I

Submission of Proposals (deadline: 31 October 2007)

You need to send one full set of the Application form – Phase I duly completed and signed.

Proposals may be sent by regular post, by an express courier service or be hand-delivered:

❖ **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).

Applications sent by fax or e-mail will not be accepted.

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

Address to which the proposals must be sent:

Education, Audiovisual & Culture Executive Agency
Culture Programme (2007–2013)
Call for proposals EACEA N° 23/2007
Strand 1.1
Avenue du Bourget 1(BU 29, 02/28)
B – 1140 Brussels
Belgium

Phase II

Submission of additional documents (deadline: maximum one month following the request of the Executive Agency)

Pre-selected applicants will be contacted by the Executive Agency to submit additional documents in support of their proposal, as already explained.

Additional documents may be sent by regular post, by an express courier service or be hand-delivered:

❖ **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).

Additional documents sent by fax or e-mail will not be accepted.

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

Communication with the Agency

Candidates will find all information relating to the Call for proposals EACEA N° 23/2007 on the website of the Executive Agency: http://eacea.ec.europa.eu/culture/calls2007/index_en.htm

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

All queries relating to the preparation and submission of proposals should be addressed to the 'Culture' contact point of your country (a contact list is available on the web address: http://ec.europa.eu/culture/eac/culture2000/contacts/national_pts_en.html)

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

Pre-selected applicants will be contacted by the Executive Agency, following the assessment of the award criteria, in order to submit the relevant additional documents in support of their application.

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

Selected applicants will be sent a letter informing them of the decision taken by the European Commission (Award Decision) and the selection of their project. They will subsequently receive a Grant Agreement for signature. The Grant Agreement will be accompanied by a Mandate, a preformatted document to be signed by the coordinator and each co-organiser.¹

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

As far as non selected applicants are concerned, a letter will be sent informing them of the decision taken by the European Commission (Award Decision) and stating the reasons why their application was not selected.

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

¹ Each co-organiser must sign a mandate by which the signatory grants power of attorney to the coordinator to act in their name and for their account during the implementation of the action. This document will also clearly describe the role and responsibilities of the co-organiser in the design, implementation and financing of the action.

GLOSSARY (KEY WORDS)

- ***“Multi-annual cooperation project”***: a multi-annual cooperation project (**Strand 1.1 of the Programme**) is a project that has a duration of minimum 36 months and maximum 60 months and involves at least six (6) cultural operators from at least six (6) countries taking part in the Programme. The projects to be financed must start by 1.12.2008, at the latest. These projects must meet at least two of the three specific objectives of the Programme.

The EC grant requested for each project must be minimum 200.000 € and maximum 500.000 € per year. It may not exceed 50% of the total eligible budget.

- ***“Executive Agency”***: On 14 January 2005, the Commission adopted Decision 2005/56/EC setting up the Education, Audiovisual and Culture Executive Agency. Its mission is to implement a number of strands of more than 15 Community funded Programmes and Actions in the fields of education and training, active citizenship, youth, audiovisual and culture.

NB. Relevant entries are presented in alphabetical order

- ***“Associated Partner”***: To be considered as an associated partner to a project, a cultural operator should participate in the design and implementation of the proposed activities, but not the extent and level of participation of a co-organiser. Costs incurred by associated partners are not eligible, unless they are directly paid or refunded by the coordinator and/or co-organisers.
- ***“Award criteria”***: These criteria form the basis for assessing the quality of the proposals, with regard to the focus and the objectives set out in the Call for Proposals EACEA N° 23/2007. They comprise both quality and quantity criteria, each of which is assigned a specific weight.
- ***“Bank Account”***: This is the coordinator's bank account or sub-account, denominated in euro, through which any payments linked to the project, shall be effected. The Executive Agency will create a file with details of this bank account or sub-account based on the Financial Identification Form (FIF) supplied by the coordinator. The FIF must be signed by the account holder and certified by the bank (i.e. official stamp of the bank and signature of a representative of the bank).
- ***“Budget”***: The budget is a form consisted by a detailed breakdown of two parts: the estimated costs eligible for Community funding and the estimated income (including the EU grant). The budget must be always in balance (expenditure = income). It must be presented in accordance with the model attached to the application form (part II). Budgetary annexes are an integral part of the budget and must be provided during phase II of the application procedure (submission of additional documents). These annexes should contain details of the calculation method applied for the computation of the estimated budget (phase I).
- ***“Certificate on financial statements”***: In cases where the awarded EC grant exceeds 750.000 €, a certificate on the action's financial statements and underlying accounts, produced by an approved external auditor, is compulsory for the execution of payment of the balance (final payment). With regard to public bodies, the certificate may be produced by a competent and independent public officer.

The certificate must be attached to the request for payment. It shall certify that the costs declared by the coordinator in the financial statements on which the request for payment is based are real, accurately recorded and eligible in accordance with the Grant Agreement.

- ***“Contribution in kind”***: A contribution in kind is any contribution made by a third party towards the project, which is not paid for by the coordinator and the co-organisers. It could be contributions in the form of durable capital goods and equipment, raw materials, unpaid charity work by a private individual or corporate body, or staff seconded from another organisation (other than the coordinator/co-organisers) receiving remuneration from this organisation. It could be contributions equivalent to the cost of purchase, lease, rental or hire of land, of buildings or other real estate, etc. Contributions in kind are always not eligible.
- ***“Cooperation agreement”***: *‘Multi-annual cooperation projects’* must be founded on a cooperation agreement, i.e. a common document having a legal form valid in one of the countries taking part in the Programme and signed by all the cultural operators involved. This document describes precisely the objectives of the project, the activities which will be implemented in order to achieve these objectives and the role of each co-organiser (including the coordinator) in the design and implementation of the project, as well as the amount of their financial contribution.
- ***“Coordinator” (beneficiary)***: To be considered as coordinator, the cultural operator from a country taking part in the Programme must act as the legal co-signatory for the EU Grant Agreement awarded by the Executive Agency. This is in addition to having a coordinating role and a specific and essential involvement in the design, implementation and financing of the project. This means guaranteed participation from own or raised and secured funds (other funding). (*‘Contributions in kind’* or income generated by the project cannot be included as part of the financial participation).
- ***“Co-organiser” (co-beneficiary)***: To be considered as co-organiser, the cultural operator from a country taking part in the Programme must have a specific and essential involvement both in the design, implementation and financing of the project. This means guaranteed participation from own or raised and secured funds (other funding). (*‘Contributions in kind’* or income generated by the project cannot be included as part of the financial participation). The involvement of each co-organiser must be clearly indicated in the application form. Sole delivery of either services or goods with respect to the action, whether on a contractual basis or not, is not considered in-line with the definition of co-organiser.
- ***“Direct costs”***: Eligible direct costs are those costs which can be identified as specific costs directly linked to the implementation of the project and which can therefore be booked to it directly.
- ***“Depreciation of equipment”***: In case of purchase of equipment used for the purposes of the project, depreciation should be applied. Only depreciation during the eligibility period of the project is an eligible *‘direct cost’*, to the extent that the equipment is specifically used for the project. The depreciation rules to be used are those applicable to tax and accounting rules of the coordinator/co-organisers and must be stated in the application form.
- ***“Eligible costs”***: Necessary, specific and reasonable expenditure incurred by the *‘Coordinator’* and *‘Co-organisers’* while implementing the action and recorded in their accounts in accordance with the applicable accounting principles. The coordinator’s and the co-beneficiaries’ internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action with the corresponding accounting statements and supporting documents.

- **“Eligibility Criteria”**: These criteria are used to reject applications at the first stage of the selection procedure. Only applications which comply with the eligibility criteria will be subject to an in-depth evaluation on the basis of selection and award criteria.

- **“Eligibility period”**: The period in which eligible costs must be generated, that is costs which are necessary for the implementation of the action and give rise to an obligation to pay.

The period of eligibility is stipulated in the Grant Agreement and will, in principle, be no earlier than the signature of the Grant Agreement by the Executive Agency (for more, see point 5.4 of the Specifications).

- **“Exclusion Criteria”**: These criteria are of general nature and are applicable to all calls for proposals published by the European Communities. Applicants must state that they comply with the provisions set out in Articles 93 and 94 of the Financial Regulation applicable to the general budget of the European Communities. To that respect a declaration on honour is required, as part of the application (Phase I).

- **“External audit”**: The application must be accompanied by an audit report produced by an approved external auditor. This must include certified audited accounts of the last financial year available (not earlier than 18 months).

The following are exempted from this obligation: public bodies and international organisations under public law, secondary or higher education establishments and beneficiaries with joint and several liability (in case of agreements involving several beneficiaries).

- **“Financial capacity”**: This is one of the *'selection criteria'*. The *'Coordinator'* and the *'Co-organisers'* must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out and to participate in its funding. To that respect a declaration on honour testifying that they have the financial capacity to complete the proposed action is required, as part of the application (Phase I).

In order to facilitate the verification of the financial capacity of the *'Coordinator'*, the Financial Capacity Form must be submitted during Phase II of the application procedure (submission of additional documents). In case the financial capacity of the coordinator is judged insufficient, the Executive Agency may reject the application, request additional information, require a guarantee or propose a Grant Agreement without pre-financing.

- **“Grant Agreement”**: Community funding to successful proposals will take the form of a Grant Agreement between the Executive Agency and the coordinator. The Grant Agreement sets out the terms and conditions governing the grant. It may be amended during the eligibility period of the project through a rider procedure.

- **“Indirect costs (administrative/operational costs)”**: They are eligible costs which are not identifiable as specific costs directly linked to the implementation of the action (i.e. cannot be booked to it directly), but which can be identified and justified by the coordinator and/or the co-beneficiaries as having been incurred in connection with the action. They may include rent, heating, electricity, gas, consumables, among other.

- **“Legal Entity”**: To be eligible, the **‘Coordinator’** and each **‘Co-organiser’** must have legal personality (Private or Public Law bodies) and their main activity must lie in the cultural sphere. To that respect a declaration on honour testifying that they have the required legal entity is required, as part of the application (Phase I). To make it possible to identify the legal personality of involved cultural operators, the Legal Entity Form, together with the appropriate supporting documents, must be submitted during Phase II of the application procedure (submission of additional documents).
- **“Mandate”**: Based on the Grant Agreement, the **‘Coordinator’** has full responsibility for the action vis-à-vis the Executive Agency. Each **‘Co-organiser’** must sign this document by which the signatory grants power of attorney to the **‘Coordinator’** to act in their name and for their account during the implementation of the action. This document will also clearly describe the role and responsibilities of the **‘Co-organiser’** in the design, implementation and financing of the action. The mandate will be provided by the Executive Agency and will be annexed to the Grant Agreement.
- **“Operational capacity”**: This is one of the **‘selection criteria’**. The **‘Coordinator’** and the **‘Co-organisers’** must have the professional competencies and qualifications required to complete the proposed action. To that respect a declaration on their honour, attesting to their operational capacity to complete the proposed activities is required, as part of the application (Phase I). In addition, an Activity Report and the Curricula Vitae of the persons responsible for the action on behalf of each applicant organisation will be also submitted as part of the application (Phase I).
- **“Public body/organisation”**: 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 exists at least the theoretical possibility that they may fail to receive money one year are considered by the Commission as private bodies.
- **“Selection criteria”**: These criteria serve as the basis to assess the operational capacity and the financial capacity of the applicant organisations to complete the proposed action (see also **‘Operational capacity’** and **‘Financial capacity’**)
- **“Sub-contracting”**: Any services and/or goods in connection with the proposed action which is provided by third parties (other than the **‘Coordinator’** and the **‘Co-organisers’**) and is paid for or reimbursed in full by the **‘Coordinator’** and the **‘Co-organisers’**, irrespective of the form of legal agreement made between the **‘Coordinator’** and the **‘Co-organisers’** and the third party.
Sub-contracting parties involved in the action must be listed in the application form and the direct costs linked to the activities implemented by these parties must be clearly indicated in the budget (for more see point 10 of the Specifications).