



CULTURE PROGRAMME

Education, Audiovisual and Culture Executive Agency

**INSTRUCTIONS FOR APPLICANTS**  
**STRAND 2 –**  
**Annual and Multi-annual Operating grants**



**CULTURE PROGRAMME (2007 – 2013)**

## 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 Culture Programme Guide**

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 Programme Guide as well as the user guide of the electronic application, which may be consulted at: [http://eacea.ec.europa.eu/culture/funding/2010/index\\_en.php](http://eacea.ec.europa.eu/culture/funding/2010/index_en.php)

# HOW TO PREPARE THE APPLICATION DOCUMENTS FOR SUBMISSION

Grant Applications for the Culture Programme must be submitted only by using the **eForm**. The online submission is considered to be the master copy. However, one paper copy must be sent by post together with additional annexes and any promotional material that are not attached to the eForm.

## **I – Electronic Application (“eForm”) (deadline: September 15, 2010, 12:00 CEST):**

Applicants will be requested to fill in the electronic application and **attach** the following documents:

1. Declaration on honour signed by the legal representative of your organisation (Annex I);
2. Detailed estimated budget form or Flat-rate calculator (excel sheets) (Annex II);
3. Strategic Plan for a framework partnership agreement 2011-2013 (Annex III) – **(applicable only for Multi-annual grants);**

The **electronic application** form can be downloaded from the Agency's website at the following address: [http://eacea.ec.europa.eu/culture/funding/2010/index\\_en.php](http://eacea.ec.europa.eu/culture/funding/2010/index_en.php)

Please note that any other method of submission of an application will be considered as ineligible and therefore rejected.  
Make sure that you have officially submitted your electronic application. For more information please read the *eForm User Guide*.

## **II – Application package (printed copy of the eForm and additional documents)**

**Deadline for submission: September 15, 2010, date as marked in the postmark**

The application package must include:

- a) an official cover letter signed by the applicant
- b) one printed copy of the eForm (*with the reference number after the submission of eForm*)
- c) one copy of each printed annex to the eForm
  - the signed Declaration on honour
  - the Budget form /or Flat-rate Calculator
  - *if applicable*, the Strategic Plan for 2011-2013
- d) all additional annexes that are not included in the eForm:
  1. Activity reports of the past two (2) years;

2. Curriculum Vitae of the persons responsible for the implementation of the work programme of the organisation;
3. Legal Entity Form and supporting documents;
4. Financial Identification Form;
5. Balance sheets and Profit & Loss accounts for the last financial year closed;
6. External audit report certifying the applicant's accounts of the last available year (only if the amount of the grant is EUR 100 000 or more) → *not applicable to public organisations and international organisations under public law.*
7. Mandate signed by the chair of the platform representing the platform in the framework of the selection process and coordinating the grouping (**applicable only for Structured-Dialogue Platforms (if the platform is not legally established)**)

Use the **checklist for submission** (pages 19-20) in order to ensure that your application is complete and send it together with the application package.

ATTENTION: your application will be considered complete only if all the above mentioned documents are sent by post before the mentioned deadline. A check list can be found at the end of this guide. Failing to do so may result in the rejection of your application on the basis of the eligibility criteria. For more information please read the eligibility criteria grid attached at the end of this document.

Before sending your application package, please ensure that you have:

- i) submitted the electronic application form;
- ii) included all required Annexes;
- iii) signed the declaration on honour and the budget form/ flat-calculator and if applicable a strategic plan 2011-2013;
- iv) included a cover letter signed by the applicant;
- v) marked on the envelope the submission number of your application received right after the electronic submission;**

Failure to do so might result in your application being ineligible.

### **How to send the application package**

Proposals must be sent by post (date as postmark), by express courier service (as proved by the registered delivery receipt of the mail service), or delivered in person, by applicants themselves, not later than 16.00 on the deadline **15 September 2010**. In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the central mail department who took delivery. This department is open from 08.00 to 17.00 from Monday to Thursday and from 08.00 to 16.00 on Friday; it is closed on Saturdays, Sundays and Commission holidays. For security reasons no applications are accepted at the EACEA physical address (Colonel Bourg).

*Address to which the proposal must be sent:*

Education, Audiovisual & Culture Executive Agency  
Culture Programme (2007–2013)  
**Strand 2 - Support for organisations active at European level in the field of culture**  
Avenue du Bourget 1 (BOUR 04/03)  
BE – 1140 Brussels  
Belgium

***Please, indicate if you submitted the Annual or Multi-annual grant application!!!***

If your proposal is selected, parts C to D of the application, the *Detailed Description of the Work programme*, the *Estimated Budget / Flat-rate calculator* and if applicable the *Strategic Plan 2011-2013* 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.

# APPLICATION FORM – “eForm”

## COVER PAGE

You must complete all fields in this first page before completing any other parts of the eForm. Selections you make on this page dictate the appearance and behaviour of the rest of the Form.

### Programme

Choose the appropriate programme corresponding to your application.

### Action

Choose the appropriate action corresponding to your application. The application will automatically “adapt” all fields to your action selected: **Annual grants or Multi-annual grants (framework partnership agreement 2011-2013)**

### Sub-Action

Choose the appropriate sub-action corresponding to your application. The application will automatically “adapt” all fields to your sub-action selected: **Advocacy Networks, Ambassadors, Structured - Dialogue Platform.**

## PART A: IDENTIFICATION OF THE APPLICANT ORGANISATION

A1 and A2

### 1. Full name of the organisation:

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

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

[eacea-p5-operatinggrants@ec.europa.eu](mailto:eacea-p5-operatinggrants@ec.europa.eu)

### 2. Acronym

Write the short name of the organisation. 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).

## PART B. ORGANISATION AND ACTIVITIES

### B1. Structure

Please choose, 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.

### B2. Aims and activities

Please provide a brief description of the organisation's aims and activities as described in your Articles of association (max. 1000 characters). This field might be published for information purposes if the organisation is selected for funding.

### Fields of activity

Please select one field corresponding to your organisation's activities. You can not tick more than one box.

### B3. Staff

Please, fill in the number of staff as appropriate. If "0" staff, please fill in number "0".

### B4. Geographical coverage

**Advocacy networks:** Please insert all legally established members of the network involved in your work programme, including the country. Please, click on "Add a row" to insert additional lines. The applicant must form a network of members legally established in **at least 15 countries** taking part in the Programme. Alternatively, when networks are composed of organisations representing cultural operators at national level (such as national federations) the network shall reach a substantial representation in **at least 10** countries taking part in the Programme.

**Ambassadors:** please insert all activities planned in your work programme, including the country. Please, click on "Add a row" to insert additional lines. The activities of the applicant must be carried out in **at least 7 eligible countries**.

**Structured Dialogue Platform:** Please insert all organisations, members or partners involved in your work programme, including the country. Please, click on "Add a row" to insert additional lines. The applicant must comprise members collectively representing European operators and other organisations established in **at least 15 countries** taking part in the Programme.

Please specify if the Platform possesses the legal personality. If no, the Mandate of a chair of the platform representing the platform in the framework of the selection process and coordination the grouping must be submitted (signed by the chair of the platform).

Please number and comment the participating countries covered by the organisation members/partners.

## **B5. Other community grants envisaged for 2011**

If you have requested funding from another Strand of the Culture Programme or from another Community Programme, please make sure you fill in these fields by indicating the Programme concerned, activity, Directorate General and the amount requested. In case your application is selected for financing by the other Programme you should immediately inform our services by e-mail:

[eacea-p5-operatinggrants@ec.europa.eu](mailto:eacea-p5-operatinggrants@ec.europa.eu)

Please note that only one operating grant can be awarded per financial year and per beneficiary.

## **PART C. DESCRIPTION OF THE ACTIVITIES**

### **C.1 Relevance to the specific objectives and priorities of the programme**

Objectives of the programme: Please select as appropriate and explain how the activities correspond to the selected objectives.

European Years: Tick as appropriate. Please note that this data will be used for statistical reasons and does not interfere to score related to the award criteria.

### **C.2. Work Programme**

A – Please provide a summary of the work programme. You can not use more than 3.000 characters.

The summary should, at a glance, provide the reader with a clear understanding of the content and objectives of the proposed work programme and its relevance to the Culture Programme. In principle, it should describe in a concise manner the main elements of the detailed description of the work programme.

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

B – Please, detail each activity of the organisation: start/end date, venue of the activity, target group, number of participants. The type of the activity refers for instance to a rehearsal, an audition process, a performance (concert, theatre play), an exhibition, a meeting, a ceremony for an award, a workshop, a seminar etc. The field or subject can be varied: theme of a conference, analysis, discussion, etc. ). Finally, describe the members taking part and objectives/results expected.

Please detail the number of working people in culture being involved thanks to the work programme and the number of cultural works and products produced thanks to the work programme.



Please explain how the activities envisaged in the work programme will make it possible to achieve the planned aims. Describe how these activities relate to the budget proposed/estimated expenses (Max. 3000 characters).

### **C.3 Impact**

Please describe the expected impact of the actions included in the work programme on the target audience.

Target audience: Please, provide the number of people reached for each sub-category (general public, youth, artists, etc.) based on previous similar experiences.

### **C.4 European added value**

Please, explain how the work programme will enhance the European added value. The geographic impact of the activities planned relates to another Programme and does not need to be commented. You can use max. 3000 characters.

### **C.5 Visibility and promotion of the planned activities and dissemination of results**

Please, describe the measures envisaged to guarantee the visibility of the activities planned and the dissemination of expected results. This award criteria refers to the communication tools you intend to use in your media plan. You can use max. 3000 characters.

Please, provide the number of media, the target audience and number of persons reached by the respective media used during your work programme.

### **C.6 Sustainability**

Please explain the expected long-term results and cooperation resulting from the planned activities; explain the expected multiplier effect. You can use max. 3000 characters.

## **PART D. BUDGET**

Please, choose one of the options for financing: **Flat-rate based grant or Budget-based grant.**

If you select flat-rate grant, please indicate the amount of the grant requested and the total eligible costs.

If you select budget-based grant, please fill-in the relevant sections of the eligible costs and income. The budget must be balanced in order to be able to validate your application (expenditure = income). Please attach the detailed budget file or the flat-rate calculator with exactly the same figures as in the e-form.

The organisation concerned may receive Community co-financing representing a maximum of 80% of the eligible costs / estimated expenses for the carrying out of the work programme for the financial year in question. Please note that the financing requested by each applicant must not exceed following ceilings:

**Ambassadors:**

<b>Estimated expenditure on implementation</b>	<b>Maximum grant amount of the work programme</b>
under EUR 100 000	EUR 75.000
from EUR 100 000 to EUR 149 999	EUR 80 000
from EUR 150 000 to EUR 199 999	EUR 120 000
from EUR 200 000 to EUR 299 999	EUR 160 000
from EUR 300 000 to EUR 449 999	EUR 240 000
from EUR 450 000 to EUR 799 999	EUR 360 000
from EUR 800 000 to EUR 1 200 000	EUR 480 000
above EUR 1 200 000	EUR 600 000

**Advocacy Networks and Platforms:**

<b>Estimated expenditure on implementation</b>	<b>Maximum grant amount of the work programme</b>
under EUR 100.000	EUR 75.000
from EUR 100.000 to EUR 150.000	EUR 80.000
above EUR 150.000	EUR 120.000

**ANNEXES**

In order to facilitate the evaluation of your proposal you must provide some annexes that are either attached to the eForm or included in the application package that is submitted by post.

**1. Declaration on honour**

This document must be duly completed and signed by the legal representative of the organisation. Do not forget to fill in the grant amount requested. The template document can be found on the following address: [http://eacea.ec.europa.eu/culture/funding/2010/index\\_en.php](http://eacea.ec.europa.eu/culture/funding/2010/index_en.php). This document must be attached directly to the eForm. A copy must also be included in the application package sent by post.

**2. Budget /or Flat-rate calculator**

The template documents can be found on the following address: [http://eacea.ec.europa.eu/culture/funding/2010/index\\_en.php](http://eacea.ec.europa.eu/culture/funding/2010/index_en.php). The detailed budget or relevant flat-rate calculator must be attached directly to the eForm.

A copy of the Budget / or Flat-rate calculator **signed** by the applicant's legal representative must be included in the application package sent by post.

If your proposal is selected, the eligible estimated budget / or flat-rate calculator will be annexed, as an integral part, to the Grant Agreement. Please take sufficient time to fill in your budget/ flat-rate calculator.

All amounts must be given in € (euro).

Applicants from countries outside the 'euro zone' must use the official EUR exchange rate (accounting rate) published by the Commission's Directorate-General of Budget for the month preceding their application. This rate is to be found at following address:

<http://ec.europa.eu/budget/inforeuro>

### **3. Strategic Plan for a framework partnership agreement 2011-2013** *(applicable only for Multi-annual grants)*

This document is applicable only for Multi-annual grants. It must be duly completed. The template document can be found on the following address:

[http://eacea.ec.europa.eu/culture/funding/2010/index\\_en.php](http://eacea.ec.europa.eu/culture/funding/2010/index_en.php). This document must be attached directly to the eForm. A copy must also be included in the application package sent by post.

#### **APPLICATION PACKAGE:**

After filling in and submitting the eForm you must print it out and send it to our services together with the following annexes before the submission deadline (15 September 2010).

Please note that these annexes are very important for the eligibility of your application as in case they are not submitted your application will be rejected.

These documents are:

1. Official cover letter signed by the applicant containing the grant requested.
2. One printed copy of the submitted eForm (with the reference number after the submission of eForm)
3. One printed copy of every annex to the eForm (signed declaration on honour, signed budget form/ flat-rate calculator, and if applicable the Work Programme 2011-2013).
4. Activity report of the past two (2) years.
5. Curriculum Vitae of the persons responsible for the implementation of the work programme within the organisation.

6. Legal Entity Form and supporting documents

The form can be obtained at the following address:

[http://ec.europa.eu/budget/execution/legal\\_entities\\_en.htm](http://ec.europa.eu/budget/execution/legal_entities_en.htm)

7. Financial Identification Form

The form can be obtained at the following address:

[http://ec.europa.eu/budget/execution/ftiers\\_en.htm](http://ec.europa.eu/budget/execution/ftiers_en.htm)

8. Balance sheet and Profit and Loss accounts for the last financial year closed.

9. External audit report certifying the applicant's accounts of the last available year. This document should be produced by an approved external auditor, certifying the accounts for the last available year (these should not in any circumstances be more than 18 months old).

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

10. *For Structured-dialogue Platforms only (if the platform is not legally established):* Mandate signed by the chair of the platform representing the platform in the framework of the selection process and coordinating the grouping.

Use the **checklist for submission** (pages 19-20) in order to ensure that your application is complete and send it together with the application package.

## COMMUNICATION WITH THE AGENCY

Candidates will find all information relating to Strand 2. Support for organisations active at European level in the field of Culture on the website of the Executive Agency:

[http://eacea.ec.europa.eu/culture/index\\_en.php](http://eacea.ec.europa.eu/culture/index_en.php)

Information on latest developments will be provided on the same website, which you are recommended to 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/annexes-culture/doc1232\\_en.htm](http://ec.europa.eu/culture/annexes-culture/doc1232_en.htm)

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

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 Executive Agency (Award Decision).

Selected applicants will be sent a letter informing them of the decision taken by the Executive Agency (Award Decision) and the selection of their proposal. They will subsequently receive a Grant Agreement for signature.

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 Executive Agency (Award Decision) and stating the reasons why their application was not selected as well as the independent expert's evaluation for each award criteria.

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

## GLOSSARY (KEY WORDS)

*NB. Entries are presented in alphabetical order.*

**Award criteria:** These criteria form the basis for assessing the quality of the proposals, with regard to the objectives and requirements set out for each Programme *strand*. They comprise both quality and quantity elements, each of which is assigned a specific weight.

**Bank Account:** This is the applicant's bank account or sub-account, denominated in EUR, through which any payments linked to the action, shall be made. The Executive Agency will create a file with details of this bank account or sub-account based on the *Financial Identification Form* supplied by the applicant.

**Beneficiary:** The organisation legally responsible for the implementation of the work programme and recipient of the grant.

**Budgetary authority:** The European Council and the European Parliament establish the EU budget on a proposal from the European Commission.

**Call for proposals:** This is one of the means of implementing EU Programmes. A Call for Proposals is published annually and specifies a number of elements: the objectives pursued and the annual budget allocated to the type of action concerned; the eligibility, exclusion, selection and award criteria, as well as the relevant supporting documents to be submitted; conditions for EU financing; conditions for submission of proposals; possible start-up date for the actions co-financed and timetable for the award procedure. Calls for proposals are published on the website of the EU Institutions and in the EU Official Journal. This Programme Guide contains the individual calls for proposals for the strands mentioned in Part Two.

**Certificate on final financial statements:** The final financial statements and underlying annual accounts have to be certified by a registered and independent external auditor if the awarded grant is equal to or more than EUR 100.000. In case of public organisations, this certification may be produced by a competent and independent public officer.

The certificate shall be attached to the request of final payment made by the *beneficiary* certifying the following:

"The costs declared by the *beneficiary* in the financial statements on which the request for payment is based are real, accurately recorded and eligible in accordance with the terms of the *Grant Agreement*."

**Conflict of interests:** According to the Financial Regulation (Article 52):

"1. All financial actors and any other person involved in budget implementation, management, audit or control shall be prohibited from taking any action which may bring their own interests into conflict with those of the EU. Should such a case arise, the person in question must refrain from such actions and refer the matter to the competent authority."

"2. There is a conflict of interests where the impartial and objective exercise of the functions of a financial actor or other person, as referred to in paragraph 1, is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with the beneficiary."

**Direct costs:** Eligible direct costs are those costs which can be identified as specific costs directly linked to the implementation of the work programme 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 or the annual work programme co-financed, depreciation shall be applied. Only depreciation during the *eligibility period*, as defined in the *Grant Agreement*, is an eligible *direct cost*, to the extent that the equipment is specifically used for the project or in relation to the activities of the work programme co-financed. The depreciation rules to be applied are the national tax and accounting rules of the *beneficiary* organisation.

**Eligible Budget:** The budget of a proposal must be in EUR and consist of two parts: the estimated costs eligible for EU funding and the estimated income (including the requested grant). The budget must be always in balance (expenditure = income). It must be presented in accordance with the model attached to the application form for each *strand*.

**Eligible costs:** Necessary, specific and reasonable expenditure incurred by the *beneficiary*, while implementing the co-financed action or the *beneficiary* organisation, while implementing the activities of its annual work programme. It must be recorded in the accounts in accordance with the applicable accounting principles. The 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.

**Eligible countries:** The countries participating in the Programme (for more information see Chapter I.3.2)

**Eligibility Criteria:** The eligibility criteria are set out for each Programme *strand* and are verified during the first step of the selection process of submitted proposals. Only proposals which comply with the corresponding eligibility criteria are subject to an in-depth assessment on the basis of *selection* and *award criteria*.

**Eligibility period:** The period during which *eligible costs* must be generated, that is costs which are necessary for the implementation of the action or the work programme co-financed and give rise to an obligation to pay. The period of eligibility is stipulated in the *Grant Agreement*.

**Exclusion Criteria:** These criteria are of general nature and are pertinent to all applicants of grants granted by the Commission. Applicants must certify that they comply with the provisions set out in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation.

**External audit:** If the requested grant is more than EUR 100.000, the application must be accompanied by an external audit report produced by an approved auditor. This must include certified audited accounts of the last *financial year* available (not older than 18 months). The following are exempted from this obligation: public organisations in line with the definition of this Programme Guide; international organisations under public law; secondary or higher education establishments;

**Financial Identification Form:** The Executive Agency services cannot proceed to the award of a grant nor can they proceed to the authorisation of pre-financing of final payments, as long as the co-ordinates of beneficiaries are not recorded and centrally validated. For that purpose, applicants must submit a Financial Identification form which would allow the verification of the *bank account* linked to the *Grant Agreement*. This form 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).

**Final Financial year:** The period covered by the annual accounts of the organisation; in most cases from the 1<sup>st</sup> January until the 31<sup>st</sup> December.

**Flat rates:** This applies to the calculation of the entire amount of the grant. Under this system, the grant is calculated on the basis of a fixed amount per staff members of an organisation.

**Grant Agreement:** EU funding to successful proposals may take the form of a *Grant Agreement* between the Executive Agency and the *beneficiary*. The *Grant Agreement* sets out the terms and conditions governing the grant awarded and comes to effect upon signature of the last of the two parties, i.e. the Executive Agency. It may be amended during the *eligibility period* of the action.

**Grant Calculator:** This facility is available for Literary Translation projects (strand 1.2.2) and operating grants (strand 2). It is included in the specific application forms and automatically calculates the relevant amounts.

**Legal Entity:** To be eligible, applicants must be private or public law organisations with a legal personality. To make it possible to identify the legal entity of applicants, the *Legal Entity Form*, together with the appropriate supporting documents (i.e. statutes, law decree) must be submitted.

**Operational capacity:** This is one of the *selection criteria*, which are assessed during the selection process of submitted proposals. Applicants must have the professional competencies and qualifications required to complete the proposed work programme. To that effect, an *Activity Report* and the *Curricula Vitae* of the persons responsible for the implementation of the proposed work programme within organisation, must be submitted as part of the application.

**Programme Committee:** Based on the decision establishing the Culture Programme, the Commission and the Executive Agency are assisted by a committee composed of representatives of the *eligible countries* when implementing the Programme (i.e. Programme Guide, calls for proposals, list of proposals selected for co-financing). This committee is kept informed or is invited to deliver its opinion on relevant proposals.

**Public organisation:** Any organisation, 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 as private organisations.

**Right of scrutiny:** The European Parliament has a right of scrutiny over implementing measures falling under the co-decision procedure (i.e. decisions taken by the Council and the Parliament on a proposal by the Commission). For this role, the Parliament disposes of one month to examine a draft measure before the Commission takes the formal decision. The time limit starts as soon as the proposed implementing measure (i.e. list of proposals selected for co-financing) is transmitted to the Parliament after consultation of the Programme Committee.

**Selection criteria:** These criteria serve as the basis to assess the *Operational Capacity* and the *Financial Capacity* of applicant organisations to complete the proposed work programme (see also *Operational Capacity* and *Financial Capacity*)

**Strand:** Specific action for which EU co-financing is foreseen under the Culture Programme (2007-2013).

**Sub-contracting (implementation contracts/award of procurement contracts):** Any services and/or goods in connection with the proposed work programme, which is provided by a third party, other than the applicant organisations, and is paid for or reimbursed in full by the applicant organisations, irrespective of the form of legal agreement made between them and the third party. Sub-contracting parties 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.

**Third Countries:** Any country other than the *Eligible Countries*.



## ELIGIBILITY CRITERIA GRID

Before submitting your application, please make sure that you fulfil the eligibility criteria. This will help minimise the possibility that your application is rejected for reasons of ineligibility.

An official letter stating the reasons for rejection will be sent to your organisation in due time permitting you to appeal on time.

In order to be sure your application is eligible please answer the following questions:

Eligibility Check	
1. The application is submitted via the official application form ( <b>e-form</b> ) within the deadline as defined in the Programme Guide.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
2. The postmark complies with the <b>deadline</b> for sending in the annexes as defined in the Programme Guide and the paper official application is submitted.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
3. The application is filled out in one of the <b>official EU languages</b> .	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
4. The application is complete (including all annexes)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
5. Declaration on honour is <b>signed</b> by the legal representative.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
6. The applicant is a <b>public</b> or <b>private</b> organisation	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
7. The applicant is a <b>non-profit making</b> organisation	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
8. The applicant has a <b>legal personality</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
9. The applicant is an <b>independent</b> organisation.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
10. The applicant is <b>not</b> an international, national or local " <b>public authority</b> "	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
11. The applicant is <b>not</b> a <b>natural person</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
12. The applicant's head office is <b>registered</b> in one of the countries taking part in the programme	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
13. The applicant's main activity lies in the field of culture or audiovisual sector ( <i>audiovisual sector applies only to the category "Networks"</i> )	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
14. The applicant has submitted only <b>one</b> application for an annual operating grant	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
<b><u>Specific criteria for AMBASSADOR:</u></b>	
15. The applicant exists since at least 2 years	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
16. The activities are carried out in at least 7 eligible countries	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
<b><u>Specific criteria for ADVOCACY NETWORK:</u></b>	
17. The applicant exists since at least 1 year	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
18. The applicant forms a network of members legally established in at least 15 countries taking part in the Programme	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
19. The applicant forms a network of members legally established in at least 10 countries taking part in the Programme (organisations representing national cultural operators)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
<b><u>Specific criteria for STRUCTURED DIALOGUE PLATFORM:</u></b>	
20. The applicant has been established further to a specific call for expression of interest published by the Commission and comply with the specifications related to those calls	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA

21. The applicant is legally established or is represented by a member organisation legally established and duly mandated by the chair of the platform to submit the application, represent the platform in the framework of the selection process and coordinate the grouping (the mandate must be signed by the chair of the platform)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
22. The applicant comprises non-governmental organisations active in the culture field at a transnational European level	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
23. The applicant comprises members collectively representing European operators and other organisations established in at least 15 countries taking part in the Programme	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA

## Financial eligibility

### Ambassadors:

Estimated expenditure on implementation of the work programme	Maximum grant amount
under EUR 100 000	EUR 75.000
from EUR 100 000 to EUR 149 999	EUR 80 000
from EUR 150 000 to EUR 199 999	EUR 120 000
from EUR 200 000 to EUR 299 999	EUR 160 000
from EUR 300 000 to EUR 449 999	EUR 240 000
from EUR 450 000 to EUR 799 999	EUR 360 000
from EUR 800 000 to EUR 1 200 000	EUR 480 000
above EUR 1 200 000	EUR 600 000

### Advocacy networks and Platforms:

Estimated expenditure on implementation of the work programme	Maximum grant amount
under EUR 100 000	EUR 75 000
from EUR 100 000 to EUR 150 000	EUR 80 000
above EUR 150 000	EUR 120 000

**SUBMISSION CHECKLIST for APPLICATIONS (STRAND 2)**  
**DEADLINE: 15 September 2010**

Once you have submitted your e-form online, please do not forget to send your paper application together with the required annexes within the deadline (15/09/2010).

Please use this checklist to ensure that you send a complete PAPER application package.



Incomplete applications will automatically be discarded and will not be assessed.

<b>1</b>	<b>E-Form</b> submitted online	<input type="checkbox"/> YES
<b>2</b>	<p><b>Annexes</b> to the e-Form submitted online:</p> <ul style="list-style-type: none"> <li>➤ <b>Declaration on Honour (ANNEX I)</b></li> <li>➤ <b>Budget Form / or Flat-rate Calculator (ANNEX II)</b></li> </ul> <p><b><u>For multi-annual grants only:</u></b></p> <ul style="list-style-type: none"> <li>➤ <b>Strategic Plan for a framework partnership agreement 2011-2013 (ANNEX III)</b></li> </ul> <p>All documents must be downloaded from our website and signed by the applicant's legal representative. The use of the official template is mandatory.  <a href="http://eacea.ec.europa.eu/culture/funding/2010/index_en.php">http://eacea.ec.europa.eu/culture/funding/2010/index_en.php</a></p>	<input type="checkbox"/> YES <input type="checkbox"/> YES <input type="checkbox"/> YES <input type="checkbox"/> N/A
<b>3</b>	<b>Official cover letter</b> signed by the applicant's legal representative	<input type="checkbox"/> YES
<b>4</b>	<p>One printed <b>copy of the submitted e-Form</b></p> <p>The e-form should be printed after electronic submission so that the submission number appears at the bottom of each of the e-form pages</p>	<input type="checkbox"/> YES
<b>5</b>	<p>One printed copy of each annex to the eForm:</p> <ul style="list-style-type: none"> <li>➤ <b>SIGNED Declaration on Honour (ANNEX I)</b></li> <li>➤ <b>SIGNED Budget form/ Flat-rate Calculator (ANNEX II)</b></li> </ul> <p>The use of the official templates is mandatory. These documents must be downloaded from the website and signed by the applicant's legal representative.  <a href="http://eacea.ec.europa.eu/culture/funding/2010/index_en.php">http://eacea.ec.europa.eu/culture/funding/2010/index_en.php</a></p>	<input type="checkbox"/> YES <input type="checkbox"/> YES
<b>6</b>	<p><b>For PUBLIC ORGANISATIONS:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Legal Entity Form</b> SIGNED by the legal representative  <b>Form Download:</b> <a href="http://europa.eu.int/comm/budget/execution/legal_entities_en.htm">http://europa.eu.int/comm/budget/execution/legal_entities_en.htm</a></li> <li>➤ Copy of the <b>Resolution, Law, Decree or Decision setting up the organisation</b></li> </ul> <p><b>For PRIVATE ORGANISATIONS:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Legal Entity Form</b> SIGNED by the legal representative  <b>Form Download:</b> <a href="http://europa.eu.int/comm/budget/execution/legal_entities_en.htm">http://europa.eu.int/comm/budget/execution/legal_entities_en.htm</a></li> <li>➤ Copy of the <b>Trade Register</b></li> <li>➤ <b>Articles of Association or Statutes</b> of the applicant organisation            (or a signed declaration containing the necessary explanation if it is exempt from the requirement to have Articles of Association under national regulations)</li> <li>➤ Where applicable, copy of an official <b>VAT Registration</b> document if the VAT</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> N/A <input type="checkbox"/> YES <input type="checkbox"/> N/A <input type="checkbox"/> YES <input type="checkbox"/> N/A <input type="checkbox"/> YES <input type="checkbox"/> N/A <input type="checkbox"/> YES <input type="checkbox"/> N/A <input type="checkbox"/> YES <input type="checkbox"/> N/A

	number is not shown on the official document referred to in the previous paragraph.	
7	<b>Activity reports</b> of the past two (2) years	<input type="checkbox"/> YES
8	<b>Curriculum Vitae</b> of the persons responsible for the implementation of the work programme	<input type="checkbox"/> YES
9	<p><b>Financial (Bank) Identification Form</b></p> <p>The Form must be dated and signed by the account holder and certified by the bank (<u>original stamp and signature</u>) or accompanied by a bank statement. Please provide the complete <b>IBAN code</b>.</p> <p><b>Form download:</b> <a href="http://ec.europa.eu/budget/execution/ftiers_en.htm">http://ec.europa.eu/budget/execution/ftiers_en.htm</a></p>	<input type="checkbox"/> YES
10	Copy of the <b>Official Accounts</b> of the last financial year closed ( <b>Balance sheet + Profit/Loss account</b> )	<input type="checkbox"/> YES
11	<p><b>External audit report</b> certifying the applicant's accounts of the last available year (only if the amount of the grant is EUR 100 000 or more).</p> <p><i>This is not applicable to public organisations and international organisations under public law.</i></p>	<input type="checkbox"/> YES <input type="checkbox"/> N/A
12	<p><u>Applicable only for Structured-Dialogue Platforms (if the platform is not legally established):</u></p> <p>Mandate signed by the chair of the platform representing the platform in the framework of the selection process and coordinating the grouping.</p>	<input type="checkbox"/> YES <input type="checkbox"/> N/A