



Education, Audiovisual and Culture Executive Agency

CULTURE PROGRAMME

## **INSTRUCTIONS FOR APPLICANTS STRAND 3.2**



**CULTURE PROGRAMME (2007 – 2013)**

VERSION JULY 2011

## 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.**

**It should be noted that the Programme Guide and the specific conditions in the Grant Agreement take precedence over the general conditions in the Grant Agreement and any other source of information (website, Instructions for Applicants, etc.) on the Culture Programme.**

This 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 carefully read the Programme Guide, which may be consulted at:

[http://eacea.ec.europa.eu/culture/programme/programme\\_guide\\_en.php](http://eacea.ec.europa.eu/culture/programme/programme_guide_en.php)

The first part of this document deals with how to prepare the application documents for submission. After a detailed description of the different parts of the application form, and which documents should be sent to the Agency in the application package, some guidance is given on completing the budget form. In the fifth part some tips on communication with the Agency are given. The last part is the glossary, in which some key terminology is explained.

# 1. HOW TO PREPARE THE APPLICATION DOCUMENTS FOR SUBMISSION

## I – Submission of the paper application form

The application form can be downloaded from the Agency's website at the following address:

[http://eacea.ec.europa.eu/culture/funding/2011/index\\_en.php](http://eacea.ec.europa.eu/culture/funding/2011/index_en.php)

**Grant applications to Strand 3.2 must be submitted in paper form and CD Rom. There is no electronic submission for this Strand.**

Please note that **no other method of submission** of an application will be accepted. Applications submitted in any other way will be automatically rejected. No exceptions will be made.

In case of **problems** (e.g. problems with filling in the budget form, questions concerning the content of the Application Form or the rules applicable to the Strand, etc.), contact the Cultural Contact Point of your country or send an email to the Executive Agency.

**Please do not contact any other Commission services or individual people you might have been in contact with before.**

**Submission of proposals (deadline: October 05, 2011). The postmark serves as proof.**

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.

The submission of additional documents is not allowed after the deadline specified in the Programme guide. Applicants submitting documents after 5 October will see their application considered as non eligible.

## II – Application package (hard copies and CD-Rom)

As from this year, the application package to be sent to the Executive Agency must include both paper copies and a CD-Rom containing the whole application package in electronic format:

- **Application Form** duly completed and signed by the legal representative of the coordinator.
- **Declaration of Honour** duly completed and signed by the legal representative of the coordinator. Please do not forget to fill in the requested grant amount. You will find this Declaration at the end of the application form.
- **Checklist for annexes** (to be found at the end of the application form).
- Annexes:
  - A. **Official cover letter** signed by the legal representative of the coordinator
  - B. **Activity reports** (covering the past two years) for the coordinator and the co-organisers.

This document should provide information on the organisations' activities covering the past two (2) years in the relevant domain(s). It should be submitted for every partner organisation (coordinator, co-organisers and associated partners). It provides information on your operational capability to carry out the proposed project and will be evaluated by experts. Failure to provide this information might result in a low score in the relevant award criteria.

C. **Curriculum Vitae**

These should be provided for the persons responsible for the general coordination/implementation of the action (i.e. the contact person as identified in part A of the Application Form) for each partner organisation (coordinator, co-organisers and associated partners). These documents provide information on your operational capability to carry out the proposed project and will be evaluated by experts. Failure to provide this information might result in a low score in the relevant award criteria.

Document available at the following address:

[https://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp?loc=en\\_GB](https://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp?loc=en_GB)

D. **Legal Entity Form**, signed by the legal representative (coordinator only)

The form can be obtained from the following website:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

Please note that, depending of the legal status of your organisation, a number of accompanying documents are requested (see bottom of the legal entity form).

Failure to provide these documents may result in an important delay in handling your file in case the project is selected for funding.

E. **Financial Identification Form**, signed by the legal representative (coordinator only)

The form can be obtained from the following website:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial\\_id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)

F. **Balance sheets, Profit/Loss accounts** (coordinator only);

These documents should cover the last financial year for which the accounts have been closed (and cannot be older than 18 months). If the organisation has just been established, please attach approved accounts to date. If you are not able to provide us with these documents and in case your application is selected for co-funding, the rules applicable to "pre-financing" payment will change in accordance to the rules laid out in the Programme Guide.

Failure to provide these documents may result in an important delay in handling your file in case the project is selected for funding.

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

G. **Financial Capacity Form** (coordinator only) (available on our website)

It provides information on your operational capability to carry out the proposed project and will be evaluated by experts. Failure to provide this information might result in a low score in the relevant award criteria.

H. **Mandates** from each co-organiser 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 must be signed by the legal representatives of both the coordinator and the co-organiser. The document is available on our website.

The template document can be found on the website:

[http://eacea.ec.europa.eu/culture/funding/2011/index\\_en.php](http://eacea.ec.europa.eu/culture/funding/2011/index_en.php).

One such mandate per co-organiser must be included in the application package. As from this year, also copies or scans of these documents can be accepted.

**ATTENTION:** In case your application package does not contain mandates signed by both parties (legal representative of coordinator and co-organiser) for all the co-organisers, the application will be rejected on the basis of the eligibility criteria.

- I. **Cooperation agreement** duly concluded and signed by the participating organisations (coordinator, co-organisers and associated partners) describing the nature of their cooperation)
- J. **Budget Form:** the estimated balanced budget form must be signed by the legal representative of the coordinator. The document can be found on our website at the following address:  
[http://eacea.ec.europa.eu/culture/funding/2011/call\\_strand\\_32\\_2011\\_en.php](http://eacea.ec.europa.eu/culture/funding/2011/call_strand_32_2011_en.php)

If your project proposal is selected, parts C to F of the application and the *estimated budget* will be annexed, as an integral part, to the Grant Agreement. Therefore it is important to take sufficient time to prepare all the relevant documents and information in these parts

Before sending your application package, please ensure that:

- the application form is duly completed and signed;
- all required Annexes are included;
- the declaration on honour and the budget form are signed by the legal representative of the coordinator;
- the cover letter is signed by the coordinator
- the application is provided both in paper form and on a CD-Rom (to be sent together in the same envelop).

**ATTENTION:** the application will be considered complete only if all the above mentioned documents are sent by post before the deadline. A checklist is included in the application form. Failing to send in all documents may result in the rejection of the application on the basis of the eligibility criteria.

### III – How to send the application package

The application package must be sent by post (the postmark serves as proof), by express courier service (the registered delivery receipt of the mail service serves as proof), or delivered in person, by applicants themselves, not later than 16.00 on the set deadline. In the latter 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 – BOUR 04/03**  
***Strand 3.2 – Cultural Policy Analysis Projects***  
**Avenue du Bourget 1**  
**BE – 1140 Brussels**  
**Belgium**

## 2. APPLICATION FORM

### COVER PAGE

**1. Project title**

Insert the project title.

**2. Language used to complete the form**

The application form must be completed 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).

### PART A: IDENTIFICATION OF THE APPLICANT AND OTHER ORGANISATIONS PARTICIPATING IN THE PROJECT

This part of the application must be filled in by all partners participating in the project (coordinator and co-organisers). Please note that for Strand 3.2, you should have a minimum of 3 organisations from 3 different eligible countries (including the coordinator and at least 2 co-organisers and/or associated partners).

Should there be any changes in the coordinator's contact details at any moment during the selection procedure, please communicate your new contact details immediately, clearly indicating your application submission number, to the following address: [eacea-p5-CULTURALPOLICYANALYS@ec.europa.eu](mailto:eacea-p5-CULTURALPOLICYANALYS@ec.europa.eu).

#### **A.1 Organisation**

**Full name of the organisation**

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.

**Acronym**

Write the short name of the organisation, if applicable. The same short name should be used in all documents relating to this application.

**Department/Faculty**

Please indicate the department/faculty of the organisation that is involved in this application. The same department/faculty name should be used in all documents relating to this application.

**Registered address**

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

## **Parts A.2 & A.3**

### **Title**

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

### **Role in the organisation**

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

### **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**

This part of the application must be filled in for all partners participating in the project (coordinator, co-organisers and associated partners).

### **B.1 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.

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.

### **B.2 Aims and activities of the organisation**

Please make sure you provide a concise description of your activities permitting to evaluate this criterion.

### **B.3 Other community grants**

Please provide ONLY information on community funding received for the past three years. Indicate the Community Programme, the grant agreement number, the coordinator of the project (if it is not your organisation) and the project title.

If you have requested funding for the same project as the one for which you are filling in this application form from another Community Programme, please make sure you fill in these fields by indicating the Programme concerned 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-CULTURALPOLICYANALYS@ec.europa.eu](mailto:eacea-p5-CULTURALPOLICYANALYS@ec.europa.eu)

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

### **C.1 Calendar of the project**

For cooperation projects, the project start date must be between the 1<sup>st</sup> of May 2012 and the 30<sup>th</sup> of April 2013. The project can last maximum 24 months. There is no minimum duration for this action. Please note that if your project starts on the 1<sup>st</sup> of May 2012 and lasts for 24 months, the end date is the **30<sup>th</sup> of April 2014** and not the 1<sup>st</sup> of May 2014.

ATTENTION: Under no circumstances can the eligibility period start before 1<sup>st</sup> of May 2012.

### **C.2 Organisation - Dependencies**

Please indicate and provide an explanation if there is a dependency between 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.

### **C.3 Relevance to the specific objectives of the Programme**

Please tick as appropriate.

### **C.4 Relevance to the European Year**

Please tick as appropriate. Please note that this data will be used for statistical purposes and will have no influence on the evaluation of the award criteria.

### **C.5 Fields**

Please tick as appropriate. You cannot tick more than one box, but if you select Interdisciplinary (ID), you must specify the domains in order of priority (minimum two).

Note that the choices you make here will dictate to a large extent by which experts your application will be evaluated (match between fields selected and areas of expertise of the experts).

### **C.6 European countries that will host and/or benefit from the activities**

Please tick as appropriate. You can tick more than one box. Make sure that your choices are consistent with the project description and timetable.

### **C.7 Activities for which a support is being asked**

Please tick as appropriate. You can tick more than one box.



### **C.8 Summary of the project in English, French or German**

Please provide a summary of the project in English, French or German. You cannot use more than 2.000 characters.

The summary should 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 concise manner the main elements of the detailed description of the project.

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 a language that is as clear and easy to understand as possible.

### **C.9 Summary of the project's budget**

Please copy the total **eligible** budget from the 'Summary' sheet of the budget form. Make sure that the amounts indicated in this part correspond to the amounts indicated in detailed budget form.

In case of a discrepancy between the application form's budget summary and the Excel budget form, the figures that will be taken into consideration for the financial analysis and attached to the grant agreement will be those provided in the Excel sheets "Estimated budget".

## **PART D. TECHNICAL CAPABILITY**

This part of the application must be filled in by all partners participating in the project (coordinator, co-organisers and associated partners).

You should provide information on your experience in European and international projects for the past two years. Please make sure you provide a concise description of your activities permitting to evaluate your operational capability in relation to the project for which you are applying.

## **PART E. PROJECT IMPLEMENTATION / AWARD CRITERIA**

It is recommendable to carefully read the award criteria (Programme Guide chapter VIII.5), in particular the passages referring to European added value, relevance to the specific objectives of the Programme and excellence of proposed cultural activities.

### **E.1 Detailed description of the project**

This section is very important and will be used for the evaluation of your proposal on the basis of the award criteria.

The detailed description should describe in a clear manner the general concept and objective of the project and their relevance to the aims and objectives of the Culture Programme 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 the questions that you need to answer in 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 the same elements are not repeated.

### **E.2 Relevance of the activities to the specific objectives of the Programme in connection with the European Agenda for culture**

Please make sure you provide a concise description of your activities permitting to evaluate this criterion

## **E.3 Quality partnership**

### **E.3.1. Method of management**

Please make sure you provide a concise answer.

### **E.3.2. Role of the coordinator and each co-organisers involved in the project**

Please, for each organisation, fill in the name, the country, a short description of their role in the conception and implementation of the project as well as their financial contribution. (For questions regarding the associated partners, please consult point E.3.3. of the application form)

Please make sure you provide a concise answer.

### **E.3.3 Role of Associated Partners**

Please fill in the name and country of the organisations that will be associated to the project as well as a short description of their role in the implementation of the project.

Note that expenses incurred by associated partners in the framework of the project are not eligible costs, unless they have been reimbursed in full by either the coordinator or one of the co-organisers.

If associated partners provide goods or services, they must be considered as subcontractors. The general rules concerning subcontracting apply (see below).

## **E.4. Expected level of outputs**

The explanation should provide the reader with a clear understanding of the results of the proposed activities.

## **E.5. Communication and promotion activities**

Please make sure that proposed activities will be appropriately disseminated, promoted and will reach out interested stakeholders at national and European level. Please make sure you provide a concise answer.

## **E.6. Sustainability**

Please make sure that you carefully explain how your project is going to generate long-term results and cooperation.

## **PART F. WORK PROGRAMME**

You are required to insert the title and a short description of the project's activities (meetings, workshops, conferences, research activities, cultural activities, etc.), as recorded in the detailed description of the project. Indicate also the location and country of the activity (city, region, etc.) as well as the estimated dates for each action.

In case of subcontracting you should tick the relevant box and provide the name of the subcontractor. If the name is not yet known you should write "not yet known". In case of partial subcontracting of the activity, please tick the box, and describe which part will be subcontracted and provide the name of the subcontractor.

Please make sure that elements provided in this part of the application are consistent with the detailed description of the project and the budget form.

## **DECLARATION OF HONOUR**

This document must be duly completed and signed by the legal representative of the coordinator. Do not forget to fill in the grant amount requested (which must be the same as the grant amount requested in the budget form). The template document can be found on the website: [http://eacea.ec.europa.eu/culture/funding/2011/index\\_en.php](http://eacea.ec.europa.eu/culture/funding/2011/index_en.php).

## 3. BUDGET FORM

### GENERAL REMARKS

The mandatory template document can be found at the following address:  
[http://eacea.ec.europa.eu/culture/funding/2011/index\\_en.php](http://eacea.ec.europa.eu/culture/funding/2011/index_en.php).

If your project is selected, the estimated budget will be annexed, as an integral part, to the Grant Agreement.<sup>1</sup>

Please take sufficient time to fill in your budget. Make sure that the information in it is coherent with the detailed description of the project and the information you provide in the Application Form.

All amounts must be given in € (euro). Applicants from countries outside the 'euro zone' must use the official EUR exchange rate (monthly accounting rate) published by the Commission's Directorate-General of Budget for the month **preceding** the submission of the application:  
<http://ec.europa.eu/budget/inforeuro>.

Before proceeding to complete the budget, please make sure that you have carefully read the relevant passages in the Glossary (Key Words) at the end of this Guide, as well as the Programme Guide, referring to 'eligible costs' and 'ineligible costs' (Chapter III.3.1.1).

The budget form is composed of four parts (corresponding to four worksheets in the Excel workbook):

1. Content of the budget.
2. The detailed budget by activity and by partner, which only covers the expenditure side of your budget.
3. The total estimated budget, which presents both expenditure and income.
4. The summary, which you can use as a basis to fill in the budget-part of the Application Form.

The estimated budget is composed of eligible and non-eligible costs. **The E.U. grant is calculated on the basis of the eligible costs only.** The non-eligible costs provide you a possibility to show the complete financial dimension of the project.

In completing the budget form, you must respect the following rules:

### COSTS

The expenditure side of the budget is composed of the **eligible costs** (chapters 1 to 5) and the **non-eligible costs**.

#### *ELIGIBLE COSTS:*

1. Costs directly linked to the implementation of project activities (includes production costs)
2. Communication, promotion and dissemination costs and costs of exploitation of results
3. Costs in connection with conferences, seminars/workshops
4. Staff: administration and coordination
  - This may be max. 20% of the total direct costs, i.e. the total of budget chapters 1+2+3.

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<sup>1</sup> Note that it is possible to amend the budget in the course of the project's lifetime should this be required.

- You must indicate the number of people working for the project, that is, staff employed by the coordinator and the co-organisers in order to implement the project (e.g. administration, coordination, secretarial support). 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 substantiated by means 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 EACEA services accordingly.
5. Indirect costs
- This may be max. 7% of total direct costs, i.e. the total of budget chapters 1+2+3+4.

To be **eligible**, costs must be:

- incurred by one of the beneficiaries (i.e. coordinator or co-organiser, NOT associated partners).
- incurred in relation to an activity taking place during the eligibility period of the project (with the exception of costs related to the certificate on the final financial report).
- foreseen in the estimated budget.
- recorded in the accounting system of the beneficiaries (and they are identifiable and verifiable).
- paid at the time of the submission of the final report.
- necessary, reasonable and justified.

Please note that:

1. **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.
2. **VAT** is an eligible cost only if your organisation cannot recover it. Make sure to correctly indicate whether your organisation and the co-organisers can recuperate VAT in chapter 3 of the income side of the 'total estimated budget' section of the budget form. Note that VAT is always an ineligible expense for public organisations.
3. When making your calculations concerning travel costs, please keep in mind that **travel and subsistence** (accommodation and daily allowances) 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 approved annually 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/funding/2011/index\\_en.php](http://eacea.ec.europa.eu/culture/funding/2011/index_en.php).
  - In case of travel by plane: maximum 600 € in Europe – economy class. There is no ceiling for third country travels but the ticket must be economy class.
  - In case of travel by train: first class tickets are allowed.
  - In case of travel by car: flat rate reimbursement of 0.22€/km (fuel costs non-eligible). In case national rules allow for a higher flat rate, this can be accepted provided that you provide proof of the applicable national rules.
  - Taxi costs are not eligible because they are considered to be part of the subsistence costs (daily allowance).

The total of each chapter is a combination of 2 or 3 amounts:

- the costs relating to that chapter that will be incurred in or in relation to a third country
- the costs relating to that chapter that constitute eligible subcontracting
- all other costs relating to that chapter that are not third country costs nor eligible subcontracting.

Rules relating to **costs incurred in or in relation to a third country** (a third country being a country not participating in the Culture Programme):

- Third country costs may represent max. 15% of the total direct costs.
- You must fill in the third country costs (e.g. costs relating to citizens of a third country, organisations based in a third country and activities taking place in a third country, or European partners travelling towards a third country) in the adequate sections of the 'Detailed budget by activity' (i.e. columns M to Q). If you do not do so, these costs will be considered as non-eligible during the analysis of your final report should your project be selected for co-funding.

Rules relating to **eligible subcontracting**:

- Eligible subcontracting is limited to 50% of the grant requested.
- Any service provided, in return for payment, to the co-organisers, by a natural or legal person (including an associate partner in the project) which has separate legal personality from the body receiving the grant or these co-organisers, should be considered as subcontracting. For example: insurance; transport of equipment; rent of premises or equipment; technicians, interpreters, translators, scientists or experts from a private organisation (which will make a profit); production costs (publication, DVD, publicity etc.); catering, etc.
- In contrast, notwithstanding the above definition, following expenses shall not be considered as subcontracting:
  - artist fees, fees for speakers, fees for staff members of one of the beneficiary organisations (coordinator and co-organisers);
  - work by a moderator / translator / technician / scientist in his/her private name (if invoiced through a company, the cost is considered as subcontracting);
  - services provided by a public body;
  - travel, local transport, subsistence (accommodation and daily rate);
  - purchase of equipment necessary for the activity (depreciation only).
- Subcontracting 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. Please ensure that the information in the budget is coherent with the information in Part F of the Application Form.
- **The management of the action and, in particular (but not exclusively), its design, preparation, implementation, coordination, monitoring, the drafting of reports, as well as the management of relations between the coordinator and the partners and between the partners themselves, may not be subcontracted.** If the coordination is nevertheless subcontracted, the costs will be deemed to be non-eligible. Specific technical services relating to the coordination which require specialised skills (related to the legal, accounting, tax, human resources fields etc.) are nevertheless eligible, and will count towards the maximum 50% of the EU grant limit for eligible subcontracting.
- Where implementation of the action requires subcontracting or the awarding of a procurement or service contract, the beneficiary and, where applicable, its co-organisers must obtain competitive tenders from potential contractors (at least 5 offers) if the value of the contract exceeds EUR 60.000 and award the contract to the bidder offering best value for money, observing the principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interest.
- The coordinator and, where applicable, his co-organisers must clearly document the tendering procedure, submit a copy of the relevant documents together with the final report at the end of the action and retain them for audit purposes.
- When in doubt whether or not a certain service should be regarded as subcontracting, or whether or not the subcontracting is eligible, you may always ask the Cultural Contact Point of your country for assistance.

## NON-ELIGIBLE COSTS

1. Contributions in kind (e.g. valorisation of voluntary work, donations, the use of a room or equipment for free).
2. Non-eligible subcontracting:
  - Costs for the coordination of the project.
  - The amount that exceeds 60% of the E.U. grant.
3. Other non-eligible costs:
  - Amounts related to staff costs that exceed the 20% limit.
  - Amounts related to indirect costs that exceed the 7% limit.
  - Amounts related to third country costs that exceed the 15% limit.

## INCOME

The **income side of the budget** is composed of four parts:

1. The EC grant: it may not exceed 60% of the total eligible budget and should be a maximum of 120 000 € per year. Make sure that the amount requested is indeed between these figures before submitting your application, as it will otherwise be ineligible.
2. Income generated by the project activities (e.g. ticket sales, sale of publication, registration fees). As these are an uncertain form of income, which can only be estimated at the time of preparing the application, they must not in any way be considered as own or raised funds. However; it is obligatory to foresee them at the application stage and to include them on the income side as they will help in balancing the budget.
3. Self-financing: the amount of the financial contribution of the coordinator, each co-organiser, associated partners and others under 'self-financing' must be own funds or raised and secured funds specifically for the project. Proof of the co-funding amounts that are already secured at the date of submission of the project application must be sent with the application package. Make sure that the amounts mentioned here correspond with the amounts in Part E of the Application Form and the amounts in the mandate letters.
4. Resources to cover contribution in kind.

Please make sure that the amounts of financial participation are identical between the mandate letters, the budget form and part E of the Application Form.

The total of expenditure and the total of income must be balanced.

## HOW TO FILL IN THE BUDGET FORM

### Some practical tips

The budget form was made using Microsoft Office Excel 2007. It is recommendable to use the same version to complete the budget form.

As was mentioned before, the budget form is composed of four parts (corresponding to the four worksheets in the Excel workbook):

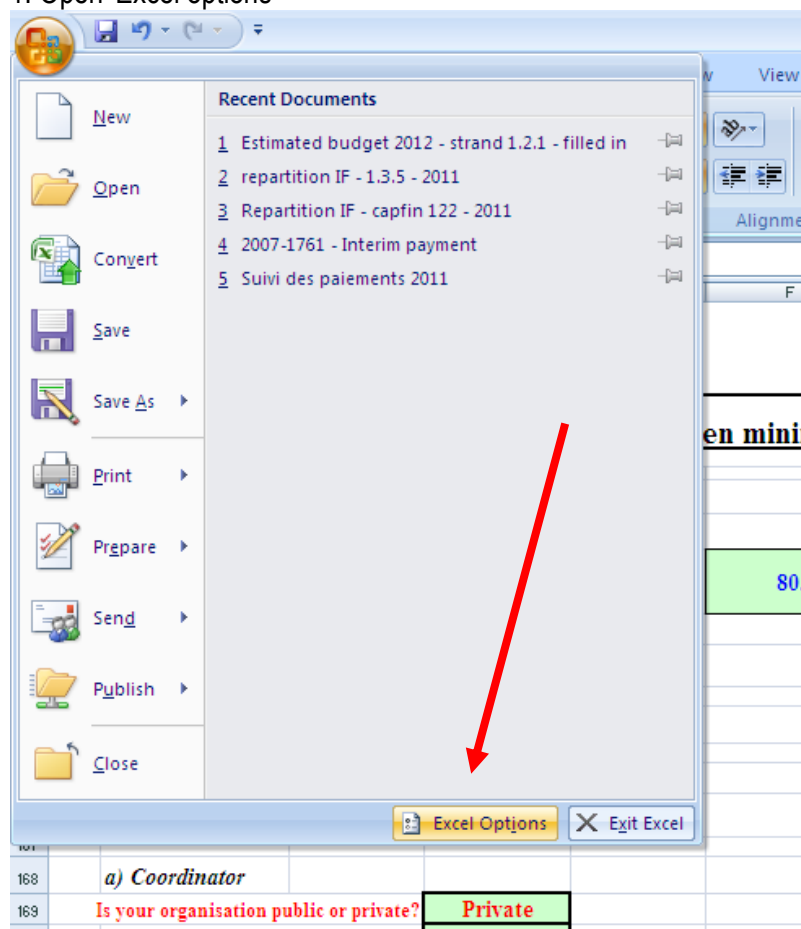
1. The content of the budget which just enumerates the different expense categories that can be selected in column B of the detailed budget by activity.
2. The detailed budget by activity and by partner, which only covers the expenditure side of your budget.
3. The total estimated budget, which presents both expenditure and income.
4. The summary, which can assist you in filling in part C.9 of the Application Form.

There are formulas in the workbook which ensure an automatic transfer of the total amount of each budget chapter from the detailed budget by activity to the estimated budget, and from the estimated budget to the summary. The income side of the estimated budget must be completed by you.

Do **NOT** insert lines in the detailed budget by activity. Inserting a line does not guarantee that the necessary formulas will be copied. More than 4.000 pre-formatted lines have been created for you.

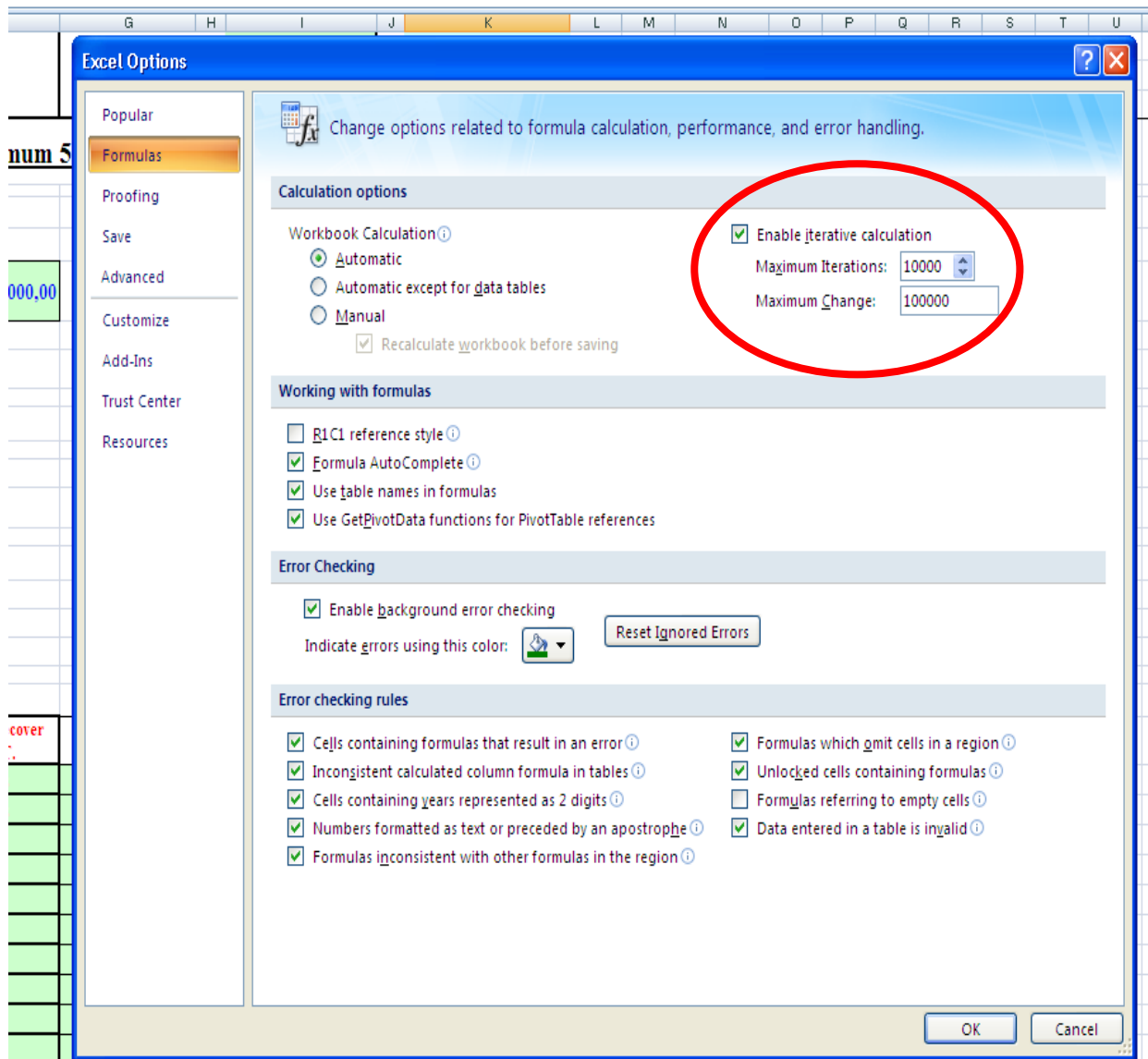
**In order to make sure that all formulas work correctly, please check the following settings:**

1. Open 'Excel options'





2. Ensure that in the 'Formulas' section, iterative calculation is enabled, that maximum iterations is set at 10000 and maximum change at 100000.



3. Click OK.

## How to go about filling in the budget form

### 1. Fill in the E.U. grant requested

Start out by completing the E.U. grant requested in cell **F159** of the total estimated budget. Without this amount, the formula in connection to subcontracting will not work. Of course, the amount may later be adapted in order to balance the budget.

### 2. 'Detailed budget by activity'

1. Go to the section 'Split amongst ACTIVITIES' (blue columns), and insert a description or title for each of the activities foreseen in the framework of your project, following the exact same order as the one you will use in the Application Form in Part F. Work programme (e.g. if you enumerate 12 activities in the work programme, you also need to have the exact same 12 activities in your detailed budget by activity).

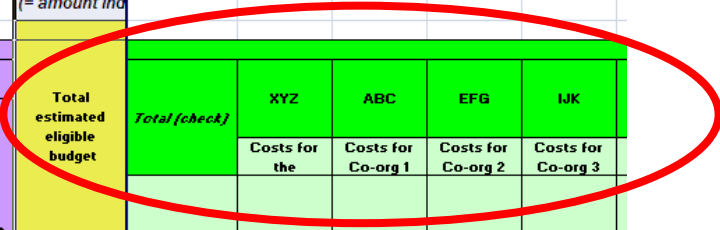
	A	B	C	D	Y	Z	AA	AB	AC	AD	
1		<b>Culture Programme</b>									
2		<b>Name of the coordinator:</b>	Organisation XYZ	All green cells							
3		<b>Title of the project:</b>	Project XYZ								
4		<b>Grant requested</b>		80000 (= amount ind							
5											
6	<b>Overall Project</b>				<b>Split amongst ACTIVITIES</b>						
7	<b>Nature of the expenses</b>				<b>Total estimated eligible budget</b>	<i>Show B</i>	<i>Show C</i>	<i>seminar</i>	<i>Steering committee meetings</i>	<i>project coordination</i>	<i>promotion</i>
8	<b>Content of the budget</b>		<b>Explanation about the nature of the cost (Destination of travel and subsistence, ...)</b>	<i>Activity 2</i>		<i>Activity 3</i>	<i>Activity 4</i>	<i>Activity 5</i>	<i>Activity 6</i>	<i>Activity 7</i>	
9											
10											
11											
12											
13											
14				<b>Total estimated budget</b>							
15	<b>Row nr</b>	<i>Please, use the pull-down menu</i>		<b>161.675,00</b>	<b>26.550,00</b>	<b>28.000,00</b>	<b>34.400,00</b>	<b>6.075,00</b>	<b>25.500,00</b>	<b>14.000,00</b>	
38	23	3.1 - Other (to specify)	Production of booklet with info on partners and project	1.500,00			1.500,00				
39	24	1.e - Travel	Travel costs for meetings steering committee	2.350,00				2.350,00			

	Activity (brief description) *	From *	To *	Country and Location *	
1	Kick-off meeting	15/05/2011	17/05/2011	Ljubljana (SI)	C
2	Research on exhibition	01/06/2011	30/12/2011	Ljubljana (SI) Athens (GR) Brussels (BE)	al
3	Preparation of exhibition	01/01/2012	01/03/2012	Athens (GR)	G
4	Exhibition	15/03/2012	15/04/2012	Athens (GR)	G

<i>Total (check)</i>	<i>Kick-off meeting</i>	<i>research on exhibition</i>	<i>Preparation of exhibition</i>	<i>Exhibition</i>
	<i>Activity 1</i>	<i>Activity 2</i>	<i>Activity 3</i>	<i>Activity 4</i>
<b>149.850,00</b>	<b>2.950,00</b>	<b>0,00</b>	<b>0,00</b>	<b>84.900,00</b>

2. In the section 'Split amongst BENEFICIARIES' (green columns), write the name of the different organisations involved in the project. Please follow the same order as the one used in part A of the Application Form.

1	<b>Culture Programme</b>								
2	<b>Name of the coordinator:</b>	Organisation XYZ	All green cells						
3	<b>Title of the project:</b>	Project XYZ							
4	<b>Grant requested</b>	80.000,00 €	(= amount ind						
5	<b>Overall Project</b>								
6	<b>Nature of the expenses</b>								
7	<b>Content of the budget</b>		<b>Total estimated eligible budget</b>	<b>Total (check)</b>	<b>XYZ</b>	<b>ABC</b>	<b>EFG</b>	<b>IJK</b>	
8	<b>Explanation about the nature of the cost (Destination of travel and subsistence, ...)</b>			<b>Costs for the</b>	<b>Costs for Co-org 1</b>	<b>Costs for Co-org 2</b>	<b>Costs for Co-org 3</b>		
9									
10									
11									
12									
13									
14			<b>Total estimated budget</b>						
15	<b>Row nr</b>	<i>Please, use the pull-down menu</i>	<b>161.675,00</b>	<b>161.675,00</b>	<b>85.575,00</b>	<b>26.600,00</b>	<b>28.900,00</b>	<b>20.600,00</b>	
38	23	3.1 - Other (to specify)	1.500,00	1.500,00	1.500,00				
39	24	1.e - Travel	2.350,00	2.350,00	2.350,00				



List of partner organisations			
Partner no	Role	Organisation Name	
P1	Coordinator	Slovenian Organisation	Ljubljana
P2	Coorganiser	Greek Co-organiser	Athens
P3	Coorganiser	Belgian Coorganiser	Brussels

<b>Total (check)</b>	<b>Coord P1</b>	<b>Greek partner P2</b>	<b>Belgian partner P3</b>
	<b>the coordinator</b>	<b>Costs for Co-org 1</b>	<b>Costs for Co-org 2</b>
<b>149.850,00</b>	<b>70.250,00</b>	<b>48.600,00</b>	<b>31.000,00</b>

3. Choose the nature of the expense in column B, using the proposed categories. An overview of the different categories can be found in the first sheet of the budget form called 'Content of the budget'.

4. Describe the nature of the expense in column C, providing as much detail as possible. For example:

- for travel and subsistence costs, mention the number of people, the destination and the number of nights.
- for staff costs, mention the number of people and number of working days.
- for purchase of equipment, detail the number of items, the cost per item and the depreciation rules applied.

1	<b>Culture Programme</b>				
2	<b>Name of the coordinator:</b>	<b>Organisation XYZ</b>	<i>All green cells must be filled in!</i>		
3	<b>Title of the project:</b>	<b>Project XYZ</b>			
4	<b>Grant requested</b>	<b>80.000,00 €</b>	<i>(= amount indicated in the cell F)</i>		
5					
6	<b>Overall Project</b>				
7	<b>Nature of the expenses</b>			<b>Chapter 1</b>	
8	<b>Content of the budget</b>	<b>Explanation about the nature of the cost (Destination of travel and subsistence, ...)</b>	<b>Total estimated eligible budget</b>	<b>Project activities</b>	<b>Con &amp; Di</b>
9					
10					
11					
12					
13					
14			<b>Total estimated budget</b>	<b>(from 1.a to 1.n)</b>	
15	<b>Row nr</b>	<b>Expense, use the pull-down menu</b>	<b>161.675,00</b>	<b>77.525,00</b>	
16	1	1.a - Fees and remuneration of artists	15.500,00	15.500,00	
17	2	1.b - Copyright or royalties	3.000,00	3.000,00	
18	3	1.d - Remuneration of scientific personnel & technicians	4.000,00	4.000,00	
19	4	1.e - Travel	14.800,00	14.800,00	
20	5	1.f - Subsistence (accommodation and daily allowances)	30.650,00	30.650,00	
21	6	1.g - Insurance	1.500,00		
22	7	1.h - Theatres hire	8.000,00	2.000,00	
23	8	1.i - Equipment hire	2.500,00		

5. Indicate the costs per activity for the specific nature of the expense that you selected in Column B.

	A	B	C	W	X	Y	Z	AA
1		<b>Culture Programme</b>						
2		<b>Name of the coordinator:</b>	Organisation XYZ					
3		<b>Title of the project:</b>	Project XYZ					
4		<b>Grant requested</b>	80.000,00 €					
5								
6	<b>Overall Project</b>			<b>Split amongst ACTIVITIES</b>				
7	<b>Nature of the expenses</b>							
8								
9	<b>Content of the budget</b>			<b>Total (check)</b>	<b>Show A</b>	<b>Show B</b>	<b>Show C</b>	<b>seminar</b>
10								
11								
12	<b>Explanation about the nature of the cost (Destination of travel and subsistence, ...)</b>			<b>Activity 1</b>	<b>Activity 2</b>	<b>Activity 3</b>	<b>Activity 4</b>	
13								
14								
15	<b>Row nr</b>	<i>Please, use the pull-down menu</i>		<b>161.675,00</b>	<b>27.150,00</b>	<b>26.550,00</b>	<b>28.000,00</b>	<b>34.000,00</b>
16	1	1.a - Fees and remuneration of artists	Artists in shows A, B, C	15.500,00	5.200,00	5.200,00	5.100,00	
17	2	1.b - Copyright or royalties	Copyright for use of texts	3.000,00	1.000,00	1.000,00	1.000,00	
18	3	1.d - Remuneration of scientific personnel & technicians	Technicians for build-up and during shows	4.000,00	1.200,00	1.300,00	1.500,00	
19	4	1.e - Travel	Travel to and from shows for entire crew (10 people from A to B,C and D)	14.800,00	4.800,00	4.600,00	5.400,00	
20	5	1.f - Subsistence (accommodation and daily allowances)	Subsistence during shows for entire crew (10 people, 3 days per show)	30.650,00	10.200,00	10.200,00	10.250,00	
21	6	1.g - Insurance	Liability and travel insurance	1.000,00	500,00	500,00	500,00	
22	7	1.h - Premises hire	Rent of theatres	3.000,00	2.500,00	2.500,00	3.000,00	
23	8	1.i - Equipment hire	Costs of linking instruments, etc.	2.500,00	750,00	750,00	1.000,00	

6. Specify which co-beneficiary will take in charge the expense that you selected in column B.

1	<b>Culture Programme</b>						
2	<b>Name of the coordinator:</b>	Organisation XYZ					
3	<b>Title of the project:</b>	Project XYZ					
4	<b>Grant requested</b>	80.000,00 €					
5							
6	<b>Overall Project</b>						
7	<b>Nature of the expenses</b>						
8							
9	<b>Content of the budget</b>		<b>Total (check)</b>	<b>XYZ</b>	<b>ABC</b>	<b>EFG</b>	
10							
11							
12							
13							
14							
15	<b>Row nr</b>	<i>Please, use the pull-down menu</i>					
16	1	1.a - Fees and remuneration of artists	Artists in shows A, B, C	15.500,00	5.000,00	5.000,00	5.500,00
17	2	1.b - Copyright or royalties	Copyright for use of text	3.000,00	1.000,00	1.000,00	1.000,00
18	3	1.d - Remuneration of scientific personnel & technicians	Technicians for build-up and during shows	4.000,00	1.200,00	1.300,00	1.500,00
19	4	1.e - Travel	Travel to and from shows for entire crew (10 people from A to B,C and D)	14.800,00	4.800,00	4.600,00	5.400,00
20	5	1.f - Subsistence (accommodation and daily allowances)	Subsistence during shows for entire crew (10 people, 3 days per show)	30.650,00	10.200,00	10.200,00	10.250,00
21	6	1.g - Insurance	Liability and travel insurance	1.500,00	500,00	500,00	500,00
22	7	1.h - Premises hire	Rent of theatres	8.000,00	2.500,00	2.500,00	3.000,00
23	8	1.i - Equipment hire	Costs of linking instruments, etc.	2.500,00	750,00	750,00	1.000,00
				<b>161.675,00</b>	<b>85.575,00</b>	<b>26.600,00</b>	<b>28.900,00</b>

7. Ensure that the total of the 'Split amongst ACTIVITIES' and the 'Split amongst BENEFICIARIES' is the same. If not, you will see amounts in red.

BX4											
	A	B	C	W	X	Y	Z	BV	BW	BX	BY
1	<b>Culture Programme</b>										
2	Name of the coordinator:	Organisation XYZ									
3	Title of the project:	Project XYZ									
4	Grant requested	80.000,00 €									
5	<b>Overall Project</b>			<b>Split amongst ACTIVITIES</b>				<b>Split amongst BENEFICIARIES</b>			
7	<b>Nature of the expenses</b>			<b>Total (check)</b>	<b>Show A</b>	<b>Show B</b>	<b>Show C</b>	<b>Total (check)</b>	<b>XYZ</b>	<b>ABC</b>	<b>EFG</b>
9	<b>Content of the budget</b>										
10	<b>Explanation about the nature of the cost (Destination of travel and subsistence, ...)</b>										
11											
12											
13											
14											
15	<b>Row nr</b>	<i>Please, use the pull-down menu</i>									
15				<b>161.675,00</b>	<b>27.150,00</b>	<b>26.550,00</b>	<b>28.000,00</b>	<b>161.675,00</b>	<b>35.575,00</b>	<b>26.600,00</b>	<b>28.900,00</b>
16	1	1a - Fees and remuneration of artists	Artists in shows A, B, C	15.500,00	5.200,00	5.200,00	5.100,00	15.500,00	5.000,00	5.000,00	5.500,00
17	2	1b - Copyright or royalties	Copyright for use of texts	3.000,00	1.000,00	1.000,00	1.000,00	3.000,00	1.000,00	1.000,00	1.000,00
18	3	1d - Remuneration of scientific personnel & technicians	Technicians for build-up and during shows	4.000,00	1.000,00	1.300,00	500,00	4.000,00	1.200,00	1.300,00	1.500,00
19	4	1e - Travel	Travel to and from shows for entire crew (10 people from A to B,C and D)	14.800,00	4.800,00	4.600,00	5.400,00	14.800,00	4.800,00	4.600,00	5.400,00
20	5	1f - Subsistence (accommodation and daily allowances)	Subsistence during shows for entire crew (10 people 3 days per show)	30.650,00	10.200,00	10.200,00	10.250,00	30.650,00	10.200,00	10.200,00	10.250,00
21	6	1g - Insurance	Liability and travel insurance	1.500,00	500,00	500,00	500,00	1.500,00	500,00	500,00	500,00
22	7	1h - Premises hire	Rent of theatres	8.000,00	2.500,00	2.500,00	3.000,00	8.000,00	2.500,00	2.500,00	3.000,00
23	8	1j - Equipment hire	Costs of linking instruments, etc.	2.500,00	750,00	750,00	1.000,00	2.500,00	750,00	750,00	1.000,00



8. Now turn to the 'Split amongst CHAPTERS' section (yellow columns). Fill in any other costs (i.e. not subcontracted, not third country cost and not contribution in kind) in chapters 1 to 5. If the nature of the expense is for example 3.b Equipment hire, the cost should be declared under Chapter 3.

Overall Project			Split amongst CHAPTERS									
Nature of the expenses			Total estimated budget (With third countries costs)	Chapter 1	Chapter 2	Chapter 3	Chapter 4				Total amount	
				Project activities	Communication & Dissemination	Conf / seminars / workshops	Subcontracting					
Eligible amount		86.500,00	Eligible amount				Non-eligible amount		15.000,00	Non-eligible amount		
Content of the budget			Explanation about the nature of the cost (Destination of travel and subsistence, ...)	Maximum eligible		100.000,00	Total amount		Total amount			
				Total subcontracting		101.500,00	Category A		project manager, administrator, expert, etc.			
Please, use the pull-down menu			108.200,00		1.200,00	2.500,00	3.000,00	Related to chapter 1	Related to chapter 2	Related to chapter 3	Related to chapter 5	
			Project activities	Comm & dissemination				Conf / seminars / workshops	Specific technical services requiring specialized skills	Non-eligible subcontracted coordination tasks		
123.200,00			1.200,00	2.500,00	3.000,00	85.000,00	0,00	0,00	1.500,00	15.000,00	0,00	
Row nr			Costs incurred in or in relation to a third country (for each chapter) ---		6,66	6,66	6,66	6,66	6,66	6,66	6,66	6,66
17	1	5.c - Secretaries, etc.	Example: 1 year for the coordinator org		15.000,00							
18	2	1.e - Travel	travel for 4 artists in Roma		1.200,00	1.200,00						
19	3	2.a - Production costs: publications, DVD, CD-ROM, Internet, poster, flyer, invitation, ...	Flyer for the exposition		2.500,00		2.500,00					
20	4	3.a - Premises hire	for the conference in Roma (3 days)		3.000,00		3.000,00					
21	5	3.b - Equipment hire	Light for the conference in Roma		70.000,00			70.000,00				
22	6	1.m - Expenses for the certificate of financial statements	At the end of the project		15.000,00			15.000,00				
23	7	5.a - Project manager, administrator, expert, etc.	Coordination du projet		15.000,00						15.000,00	
24	8	5.b - Assistance functions, etc.	Assistance juridique 3 days		1.500,00					1.500,00		
25	9				0,00							

9. If a cost is **subcontracted**, you have to record it under columns H to L.

7		Nature of the expenses		Subcontracting				
8		Content of the budget		Eligible amount		Non-eligible amount		
9				86.500,0		15.000,0		
10				Maximum eligible		100.000,0		
11				Total subcontracting		101.500,0		
12		Explanation about the nature of the cost (Destination of travel and subsistence, ...)		Related to chapter 1	Related to chapter 2	Related to chapter 3	Related to chapter 5	
13				Project activities	Comm & dissemination	Conf / sem / workshops	Specific technical services requiring specialized skills	Non-eligible subcontracted coordination tasks
14				85.000,00	0,00	0,00	1.500,00	15.000,0
15		Please, use the pull-down menu		0,00	0,00	0,00	0,00	
16	Row nr							
17	1	5.c - Secretaries, etc.	Example: 1 year for the coordinator org					
18	2	1.e - Travel	travel for 4 artists in Roma					
19	3	2.a - Production costs: publications, DVD, CD-ROM, Internet, poster, flyer, invitation, ...	Flyer for the exposition					
20	4	3.a - Premises hire	for the conference in Roma (3 days)					
21	5	3.b - Equipment hire	Light for the conference in Roma	70.000,00				
22	6	1.m - Expenses for the certificate of financial statements	At the end of the project	15.000,00				
23	7	5.a - Project manager, administrator, expert, etc.	Coordination du projet					15.000,0
24	8	5.b - Assistance functions, etc.	Assistance juridique 3 days				1.500,00	
25	9							
26	10							

10. If the subcontracting concerns the coordination of the project, please enter the amount in column K (for specific technical services requiring specialized skills which constitute eligible costs) and/or column L (for non-eligible subcontracted coordination tasks).

11. If a cost is a cost incurred in or in relation to a third country, please report it in columns M to Q.

Subcontracting					Costs incurred in or in relation to a third country					Admin staff			Indirect costs		
Eligible amount					28.500,00	Eligible amount					36.159,71	Eligible amount		15.000,00	13.405,00
Non-eligible amount					15.000,00	Non-eligible amount					840,29	Non-eligible amount		0,00	595,00
Maximum eligible (50% of the EU grant)					43.000,00	Maximum eligible (15% of the total eligible budget)					36.159,71	Total amount		15.000,00	14.000,00
Total subcontracting					43.500,00	Total costs incurred in or in relation to a third country					37.000,00	Category A	Category B	Category C	
Related to chapter 1	Related to chapter 2	Related to chapter 3	Related to chapter 5		Related to chapter 1	Related to chapter 2	Related to chapter 3	Related to chapter 4	Related to chapter 5	project manager, administrator, expert, etc.	assistance functions, etc.	secretaries, etc.			
Specific technical services requiring specialized skills	Comm & dissemination	Conf / sem / workshops	Non-eligible subcontracted coordination tasks		Project activities	Comm & dissemination	Conf / sem / workshops	Subcontracting	Admin staff						
0,00	5.000,00	0,00	1.500,00	15.000,00	22.000,00	0,00	15.000,00	0,00	0,00	0,00	0,00	15.000,00			
					20.000,00								15.000,00		
							15.000,00								

12. Fill in the amounts of contribution in kind in column V.

Overall Project				Split	
Nature of the expenses				Part I.B.1	
Content of the budget		Explanation about the nature of the cost (Destination of travel and subsistence, ...)		Total estimated eligible budget	Contribution in kind Please do not split the cost between chapters of the budget
Row nr	Please, use the pull-down menu			Total estimated budget	Total amount
				<b>161.675,00</b>	<b>1.000,00</b>
38	23	3.I - Other (to specify)	Production of booklet with info on partners and project	1.500,00	
39	24	1.e - Travel	Travel costs for meetings steering committee	2.350,00	
40	25	1.f - Subsistence (accommodation and daily allowances)	Accommodation and allowance for steering committee meetings	3.725,00	
41	26	4.a - Project manager, administrator, expert, etc.	person XYZ for X months at X% of FTE	15.000,00	
42	27	4.b - Assistance functions, etc.	Assistant manager Y for Y months at Y% FTE	6.000,00	
43	28	4.c - Secretaries, etc.	Secretary and administrator AB, for AB months at AB% FTE	3.000,00	
44	29	Contribution in kind	Meeting room offered for free by the city XYZ	1.000,00	<b>1.000,00</b>
45	30			0,00	

13. Do not split costs concerning 'contributions in kind' between chapters 1 to 5!

### 3. Total estimated budget

1. There is an automatic transfer between the 'Detailed budget by activity' sheet and the 'Total estimated budget' sheet. Depending on the eligibility of the costs, they are attributed to the correct section in the expenditure part of the estimated budget.

2. Fill in ALL green cells in the estimated budget

3. Complete the income part of the budget

- Make sure that the amount of the EU grant as mentioned in cell K157 (this is a calculated amount, based on eligible costs) is exactly the same as the amount requested in cell F159. If it is not the same, you need to change the amount in cell F159 into the amount mentioned in cell K157.
- Fill in the income generated by the project.
- Fill in the self-financing in own and raised funds for the coordinator, the co-organisers, the associated partners etc. Make sure to fill in all green cells (e.g. related to the ability to recover VAT).
- Double check that the self-financing amounts of the coordinator and the co-organisers correspond to the amounts of their financial contribution mentioned in the mandates and in part E.3 of the Application Form.
- In case you have contributions in kind as non-eligible costs, fill in the exact same amount under cell K204.

4. Verify that the budget is balanced, i.e. cell K147 = cell K207 and cell K208 equals 100%

#### 4. Summary

There is an automatic transfer of all amounts to the 'Summary' sheet of the budget form. Use the amounts in the column 'TOTAL ELIGIBLE EXPENDITURE per chapter' to fill in the budget part of the Application Form (C.9 – not C8 as indicated in the screen capture below).

	A	B	C	D	E	F
1	<b>SUMMARY FOR THE E-FORM</b>					
2						
3	<b>TOTAL EXPENDITURE PER CHAPTER</b>					
4		<b>EXPENDITURE per chapter</b>	<b>Subcontracting</b>	<b>Costs incurred in or in relation to a third country</b>	<b>Contribution in kind per chapter</b>	<b>TOTAL EXPENDITURE per chapter</b>
5	Chapter 1 - Project activities	77.525,00	10.750,00	0,00	750,00	89.025,00
6	Chapter 2 - Communication, promotion and dissemination costs	11.500,00	2.500,00	0,00	0,00	14.000,00
7	Chapter 3 - Conf / seminars	26.650,00	7.750,00	0,00	250,00	34.650,00
8	Chapter 4 - Staff admin/coord	24.000,00	0,00	0,00	0,00	24.000,00
9	Chapter 5 - Indirect costs	0,00		0,00	0,00	0,00
10	<b>TOTAL</b>	<b>139.675,00</b>	<b>21.000,00</b>	<b>0,00</b>	<b>1.000,00</b>	<b>161.675,00</b>
11						= the cell K147
12						
13	<b>PLEASE COPY THE BELOW AMOUNTS TO THE E-FORM PART C8</b>					
14		<b>TOTAL ELIGIBLE EXPENDITURE per chapter</b>				
15	Chapter 1 - Project activities	88.275,00				
16	Chapter 2 - Communication, promotion and dissemination costs	14.000,00				
17	Chapter 3 - Conf / seminars	34.400,00				
18	Chapter 4 - Staff admin/coord	24.000,00				
19	Chapter 5 - Indirect costs	0,00				
20	<b>TOTAL</b>	<b>160.675,00</b>				
21		= the cell K116				
22						

## 4. COMMUNICATION WITH THE AGENCY

Candidates will find all information relating to Strand 3.2, "Cooperation projects between organisations involved in Cultural Policy Analysis" 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 posted on the same website. We recommend that you consult it 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 website): [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, except in exceptional cases.**

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.

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 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.

## 5. GLOSSARY (KEY WORDS)

*NB. Entries are presented in alphabetical order.*

**Associated partner:** A cultural operator from an eligible country or from a *Third Country*, who participates in the implementation of the proposed activities of a project, but not to 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. If associated partners provide goods or services in the framework of the project, they must be considered as subcontractors. The general rules concerning *subcontracting* apply. Associated partners are not required to contribute financially to the project.

**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 qualitative and quantitative elements, each of which are assigned a specific weight.

**Bank account:** This is the beneficiary'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 coordinator. The bank account or sub-account must allow identification of the payments made by the Agency. It is recommended to open a separate bank account (in euro) for the project.

**Beneficiary (or coordinator):** The organisation legally responsible for the implementation of the project 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.

**Certificate on final financial report:** For all projects, the final financial report (annex III and the list of invoices) has to be certified by a registered and independent external auditor. The certificate shall certify that the costs declared by the beneficiary in the financial report are real, accurately recorded and eligible in accordance with the grant agreement.

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*. A template to be used for this certificate is made available in due time in the beneficiaries space of the website.

**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."

**Contribution in kind:** A contribution in kind is any contribution made by a third party, which is not paid by the beneficiary and the co-beneficiaries. It may 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 or the *beneficiary* organisation) receiving remuneration from the organisation of origin. Contributions in kind shall not constitute eligible costs.

**Cooperation agreement:** A cooperation agreement is required for Multi-annual Cooperation projects (*strand* 1.1) and Cooperation Projects with *Third Countries* (*strand* 1.3.5) only (although it is highly recommendable to also make one for Cooperation Projects). These projects must be based on a cooperation agreement, i.e. a common document having a legal form valid in one of the eligible countries and signed by coordinator and co-organisers 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):** A cultural operator from an eligible country, who undertakes a coordinating role during the implementation of the project. This role is translated into an overall responsibility for carrying out the activities in accordance with the *Grant Agreement/Grant Decision*, as well as a concrete and essential involvement in the design, implementation and financing of the project. The coordinator acts as the legal co-signatory of the *Grant Agreement*.

**Co-beneficiary (co-organiser):** Co-organisers under strand 1.1 Multi-annual Cooperation projects, strand 1.2.1 Cooperation projects, strand 1.3.5 Cooperation projects with Third Countries and strand 3.2 Cultural Policy Analysis projects, are co-beneficiaries. This means that their costs related to the project are also eligible. However, it is the *coordinator* who will sign the Grant Agreement and who will receive payment of the grant on behalf of the co-beneficiaries.

**Co-organiser (co-beneficiary):** A cultural operator from an eligible country with a concrete and essential involvement in the design, implementation and financing of the project. 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 project, 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 or 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 always be balanced (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/co-beneficiaries*, while implementing the co-financed action. 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 of the Programme Guide).

**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/Grant Decision*.

**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 500.000, in case of a project grant, 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; beneficiaries with joint and several liability (*in case of Grant Agreements/Grant Decisions involving several beneficiaries*).

**Financial capability of the applicant:** This is one of the *selection criteria*, which are assessed during the selection process of submitted proposals. Applicants 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. In order to facilitate the verification of the *financial capability*, the Financial Capability Form must be submitted. In case the *financial capability* is judged insufficient, the Executive Agency may reject the application, request additional information, require a guarantee or propose a *Grant Agreement/Grant Decision* without pre-financing.

**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/Grant Decision*. 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.

**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 Decision:** EU funding to successful proposals may take the form of a Grant Decision, which is signed unilaterally by the Executive Agency. The Grant Decision sets out the terms and conditions governing the grant awarded. It may be amended during the *Eligibility Period*.

**Indirect costs (administrative/operating 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 as having been incurred in connection with the action. They may include rent, heating, electricity, gas, communication costs, postage, among other.

**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.

**Mandate:** Based on the *Grant Agreement/Grant Decision*, 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. The mandate is provided by the Executive Agency and is annexed to the *Grant Agreement/Grant Decision*.

**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 action or work programme. To that effect, an *Activity Report* and the *Curricula Vitae* of the persons responsible for the implementation of the proposed work programme or action, on behalf of each applicant organisation, must be submitted as part of the application.

**Partner in the Third Country (strand 1.3.5):** To be considered as a partner in the selected *Third Country*, a cultural operator must have its legal registered seat in the selected *Third Country*, should participate in the design and implementation of the proposed activities and sign the *cooperation agreement*. Costs incurred by partner(s) in the *Third Country* are not eligible, unless they are directly paid or refunded by the *Coordinator* and/or the *Co-organisers*.

**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 action or 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 service provided, in return for payment, to the co-organisers, by a natural or legal person (including an associate partner in the project) which has separate legal personality from the body receiving the grant or these co-organisers. For example: insurance; transport of equipment; rent of premises or equipment; technicians, interpreters, translators, scientists or experts from a private organisation (which will make a profit); production costs (publication, DVD, publicity etc.); catering, etc.

In contrast, notwithstanding the above definition, the services provided by the following persons shall not be considered as subcontracting, irrespective of the link these persons have with the body receiving the grant or the co-organisers:

- artist fees, fees for speakers, fees for staff members of one of the beneficiary organisations (coordinator and co-organisers);
- work by a moderator / translator / technician / scientist in his/her private name (if invoiced through a company, the cost is considered as subcontracting);
- services provided by a public body;
- travel, local transport, subsistence (accommodation and daily rate);
- purchase of equipment necessary for the activity (depreciation only).

Subcontracting parties must be listed in the application form (part F) and the direct costs linked to the activities implemented by these parties must be clearly indicated in the budget.

The management of the action and, in particular (but not exclusively), its design, preparation, implementation, coordination, monitoring, the drafting of reports, as well as the management of relations between the coordinator and the partners and between the partners themselves, **may not** be subcontracted. If the coordination is nevertheless subcontracted, the costs will be deemed to be non-eligible. Specific technical services relating to the coordination which require specialised skills (related to the legal, accounting, tax, human resources fields etc.) are nevertheless eligible, and will count towards the maximum 50% of the EU grant limit for eligible subcontracting.

Where implementation of the action requires subcontracting or the awarding of a procurement or service contract, the *beneficiary* and, where applicable, its *co-organisers* must obtain competitive tenders from potential contractors (at least 5 offers) if the value of the contract exceeds EUR 60 000 and award the contract to the bidder offering best value for money, observing the principles of transparency and equal treatment of potential contractors and taking care to avoid *conflicts of interest*.

The *beneficiary* and, where applicable, its *co-organisers* must clearly document the tendering procedure, submit a copy of the relevant documents together with the final report at the end of the action and retain them for audit purposes.

The total amount of contracts may not exceed one half of the grant awarded by the European Union.

**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.

Should your application be rejected 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:

<i>Reference number</i>			<b>YEAR 2012</b>
<b>Eligibility Check</b>			
1. The application is complete and valid (original signatures of the persons authorised to enter into legally binding commitments, annexes and supporting documents are present)			<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
2. The application is submitted in the official application form. It is typed and has been sent by post.			<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
3. The application is written in one of the EU official languages			<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
4. The application has been sent before the deadline			<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
5. The declaration on the honour is present and signed by the legal representative			<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
6. The application contains signed mandates from the co-organisers			<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
7. A cooperation agreement is attached to the application form (signed by all participants to the project)			<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
8. The project starts between 1 <sup>st</sup> May 2012 and 30 April 2013			<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
9. The project has a duration comprised between 12 and 24 months			<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
10. The applicant's head office is registered in one of the countries taking part in the Programme			<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
11. The action involves at least 3 organisations legally established in at least 3 countries taking part in the Programme			<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
12. The applicant is acting in a non profit-making capacity			<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
13. The main activity of the applicant lies in the field of culture			<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
14. The applicant has legal personality			<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
15. The applicant is not a natural person			<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
16. The requested grant is $\leq$ 60% of the total eligible costs			<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
17. The grant is $\leq$ 120.000 € per year of activity			<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA
<b>Conclusion</b>	The proposal is eligible	Name : Signature :	
	The proposal is proposed for a double check		
<b>Second check</b>	The proposal is eligible	Name : Signature	
	The proposal is rejected		
<b>Comments</b>			