



Education, Audiovisual and Culture Executive Agency

Culture

## **'APPLICANT'S GUIDE'**


**INSTRUCTIONS FOR APPLICANTS  
STRAND 1.2.2  
LITERARY TRANSLATION PROJECTS**

**CULTURE PROGRAMME (2007 – 2013)**

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 **New** Please also read carefully the Programme guide (corrigendum), and the E-form user guide since they have been updated and contain important information related to the changes in the application requirements, in the budget calculation and in possible issues connected to the submission of the eform.

## INTRODUCTION

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 or Decision take precedence over the general conditions in the Grant Agreement or Decision 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 read carefully the Programme guide and its corrigendum/updates 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)

Regarding the technical (IT) aspects related to the preparation and submission of the e-form, it is also essential to read the **e-form User Guide** which is available on our website.

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, some guidance is given on completing the budget form. In the fourth part, some tips on communication with the Agency are given. The last part is the glossary, in which some key terminology is explained.

### I. SUBMISSION OF PROPOSALS (Deadline: 6 February 2013)

Both an e-form and a paper application must be submitted:

1. E-form: The e-form must be submitted electronically before noon on 6 February 2013. The online system will not allow submission past this time.
2. Paper documents + documents to be provided on CD Rom/USB stick: The postmark will be used to check that submission of the application package has been done within the specified time limit, i.e. on 6/2/2013 (before 4:00 pm if delivered in person, as per acknowledgement of receipt). The submission of additional documents is not allowed after the deadline specified in the Programme guide. Applicants submitting documents which are a part of the official application package after 6 February will see their application be considered as non eligible.

**PLEASE NOTE:** Should you have problems with the actual submission of the e-form, please save it once it is filled in, close it, re-open it and try to submit it again. You will find more technical details about the e-form in the User Guide.

## II. HOW TO PREPARE THE APPLICATION DOCUMENTS FOR SUBMISSION

As mentioned above, applicants will have to submit both an e-form and a application package. A number of documents will have to be attached to the application form.

The application package can be downloaded at the following webpage:

[http://eacea.ec.europa.eu/culture/funding/2013/index\\_en.php](http://eacea.ec.europa.eu/culture/funding/2013/index_en.php)

The e-form must be submitted electronically before noon on 6/2/2013, together with a Declaration of Honour, a Declaration concerning the works to be translated and an Estimated Budget Form.

In parallel, an application package must be sent to the Agency, also by 6/2/2013, including a set of documents on a CD-rom or a USB stick and the documents which are required or only available in paper version. These documents (listed below) will ensure that both the Agency and the experts will be able to assess the formal eligibility criteria, and the award criteria for each application.

### The application package must include:

#### Paper documents:

- A. Official **cover letter** signed by the legal representative of the applying organisation.
- B. **Commercially available hardcopies of books** proposed for translation (photocopies of the books could exceptionally be accepted in the case of precious and rare works, only if relevant justification is provided in an attached sheet of paper).
- C. **Checklist 1.2.2.** this checklist will help you ensure that your whole application is complete.

#### Documents on a CD-rom/USB stick:



- A. an **estimated budget form** signed by the legal representative of the coordinator
- B. **Legal Entity Form** (available on our website), signed by the legal representative of the applying organisation and accompanied by the relevant official supporting documents (trade register extract, VAT registration, statutes/articles of association).
- C. **Financial Identification Form**, signed by the legal representative of the applying organisation (available on our website).
- D. **Curriculum Vitae** of the translators. A template document is 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)

If the target language is not the translator's mother tongue, please justify the choice of the translator on a separate sheet of paper annexed to the translator's CV.

- E. **Any material supporting** the application (not mandatory),
- F. **Any additional document justifying** the early date of activity start (before 1/9/2013 but in no case before 06/02/2013) or the sending of book photocopies instead of commercially available hardcopies.

Template documents required for the application can be downloaded at:
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[http://eacea.ec.europa.eu/culture/funding/2013/call\\_strand\\_122\\_2013\\_en.php](http://eacea.ec.europa.eu/culture/funding/2013/call_strand_122_2013_en.php)

**PLEASE NOTE:** Your application will be considered complete only if all the above mentioned documents are sent by post (Deadline: 06/02/2013, the postmark serves as proof). A check list is included in the application package. Failing to send in all documents may result in the rejection of your application on the basis of the eligibility criteria.

Before sending your application package, please ensure that:

- i) the paper documents are included;
- ii) all required Annexes and additional material are included in the CD-rom/USB stick;
- iii) the Financial Identification, the Legal Entity forms, the two Declarations, and the cover letter are signed by the legal representative of the applying organisation.

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

The paper 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 (no later than 4:00pm Brussels time) 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 (Rue du Colonel Bourg).

#### Address to which the proposal must be sent/delivered:

Education, Audiovisual & Culture Executive Agency  
 Culture Programme (2007–2013)  
 Strand 1.2.2. – Literary Translation Projects  
 Avenue du Bourget 1  
 BOUR1 04/67  
 BE – 1140 Brussels  
 Belgium

### **Contracts with the owners of the rights and with the translators**

Should your project be selected for funding, you will be asked to provide at least the letters of intents counter-signed by the owners of the rights, and the contracts with the translators for each book. If you cannot produce both contract/letter of intent for one of the books, this book will be considered as ineligible and will not be funded.

You will be informed of the selection results before the end of July and will be given two weeks to produce the letter of intents or contracts.

You are therefore advised to:

1. Negotiate these contracts in advance, so that you can send them to the Agency as soon as possible
2. Make sure that the dates mentioned in the contracts match the dates of Part F (timetable) of the application (translation start & delivery, publication deadline, duration of the rights).
3. Make sure that these letters of intents and contracts are in conformity with the eligibility rules with Chapter V.3.2. of the Programme Guide (for instance translation cannot start before 06/02/13).

### III. APPLICATION FORM

The e-form must be downloaded and filled in on your computer (not on paper) to allow new fields to appear as you fill in the form.

As a general rule, striped boxes are the only fields filled in automatically on the basis of the information entered in the other fields.

#### Cover Page

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).

#### Action

Projects can last up to 24 months. "24-month projects" is encoded by default and cannot be changed. You will have the opportunity to enter your exact project dates at a later stage.

#### Project Title

Please indicate the number of books to be translated as well as the target language(s), e.g. "Translation of 5 books into Greek". You can also add a specific title of your choice.

#### Project acronym

If your specific project does not have an acronym, please insert N/A.

### PART A: IDENTIFICATION OF THE APPLICANT

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-LITERARYTRANSLATION@ec.europa.eu](mailto:EACEA-P5-LITERARYTRANSLATION@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.

##### Registered address

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

This address should be identical to the one quoted in the Legal Entity Form. Should your application be selected for funding, please note that this address will be mentioned in the funding contract. This is where the funding contract will be sent to.

### **Region**

If a region is not listed in the scroll-down menu, please choose "Extra-Regio".

As a general rule Regions and Countries are sorted by ISO code and not by alphabetical order.

## **A.2 & A.3 Contact details**

### **Title**

Please indicate the appropriate title (e.g. Mr., Mrs.).

### **Role in the organisation**

Please indicate the person's position in the organisation (e.g. President, Chief Editor, Director, etc.).

### **Address**

This is where the postal address of the applying organisation should be entered.

### **Phone and fax numbers**

Please insert the full numbers including country and city/area code (example +32-(0)2-299 11 11).

## **PART B: ORGANISATION AND ACTIVITIES**

### **B.1 Structure**

#### **Status**

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 the evaluation of this criterion.

#### **Role of the organisation in the project**

No description is needed here. N/A will be encoded by default.

### B.3 Other EU grants

Please provide ONLY information on community funding received over the past three years. Indicate the Community Programme, the grant agreement number, the organisation coordinating the project and the project title.

#### PLEASE NOTE:

- If you have requested funding for 2012 from another Community Programme or from another Strand of the Culture Programme, please make sure you fill in the table, indicating the Programme/Strand concerned and the amount requested. Should your application be selected for funding by another Programme, please immediately inform our services by e-mail: [EACEA-P5-LITERARYTRANSLATION@ec.europa.eu](mailto:EACEA-P5-LITERARYTRANSLATION@ec.europa.eu)
- you can of course apply to several funding schemes (EU and/or national) for the translation of one same book. However, accepting two grants for the same translation activity can represent an issue. Please inform us of any possible double funding.

## PART C: DESCRIPTION OF THE PROJECT

PLEASE NOTE: Selections you make in this section dictate the appearance and behaviour of the rest of the form.

### C.1 Calendar of the project

Please enter both the project start date (start date of the first translation) and the project end date (date of the last publication). The project duration will then be calculated automatically, and cannot exceed 24 months.

### C2. Organisation

Please indicate the date, or at least the year, where your organisation was established, and the commercial status of your organisation. Both fields are mandatory.

### 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. This data will be mainly used for statistical purposes but if ticked has to concretely correspond to some intent or aspect of the project. This should as such be briefly mentioned in the description of the project.

### C.5 Description of the whole project

Please provide a summary of the application in English, French or German. You can use no 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. It should not be reduced to a brief presentation and listing of the works concerned.

Please be aware that, in line with its obligation regarding publicity and promotion, the European Commission may decide to publish the summary on its website, together with



other data relating to the action (e.g. amount of EC grant, name of beneficiary, book titles). You should therefore use a language which is as clear and easy to understand as possible.

### **C.6 Work(s) to be translated**

This section should be completed for each book to be translated.

Please click on the "Add a book" button at the end of Section C6 to fill in another Section C6 for another book.

#### **Literary Genre**

Only fiction works can be funded by Strand 1.2.2 of the Culture Programme. Non-fiction works such as biographies or essays will not be eligible. Please check Chapter V.3.2 of the Culture Programme Guide.

#### **Period in which the book was written**

Please state the period in which the author wrote the book (and not the period in which the plot is taking place).

#### **When was the work awarded the EU Prize for Literature**

Please select NA if the work did not receive the EU Prize for Literature.

#### **Number of pages of 1500 characters, excluding spaces (replacing Number of characters per page)**

**PLEASE NOTE: You have to verify and indicate the correct number of pages of the original work (definitive published version) considering the criterion of 1500 characters per page, excluding spaces\*.**

**For non-poetry works**, the value of the item should be the same as the one in the table "Grant requested for the translation of the work". Such value is not automatically reproduced in the table "Grant requested for the translation of the work".

For non-poetry, you will be requested to enter the total of pages of 1500 characters excluding spaces of the original book to be translated in the Budget Form/in the table. The maximum grant amount will be established on this basis. The grant amount and calculation mentioned in your agreement or decision if you're selected will also be used for establishing the final amount of the grant and of its balance (at the final report stage).

You are asked to carefully verify the value of this item\*: you will commit yourself to do so in the declaration on honour on the works to be translated.

#### **Original and Target Languages**

Should you not find, in the drop-down menu, the official original or target language you are applying for, please apply the following procedure:

- Make sure that this language is official as defined by the Constitution or by the basic law of the respective country;
- Choose in the drop-down menu a language pertaining to the same Country, for which a flat-rate will be automatically chosen;
- Explain this language choice in your cover letter.

Please note that other languages than those mentioned above will be eligible if they comply with the above-mentioned definition. This will be assessed on a case-by-case basis during the eligibility check carried out for all applications.

#### **Date of 1st publication**

Please indicate the year of the first publication. If the work has not yet been published by 6 February 2013, it is not eligible for funding.

### **Planned print run**

Please enter the print run planned for each translated book. Print runs are a part of your project and will be evaluated as such. Should your project be selected for funding, the planned print-runs will become a contractual deliverable of the project.

### **Has the work already been translated into the target language?**

Should the answer be "yes", the book is then ineligible and will not be funded. An error message will be displayed.

### **Scheduled date of the beginning of the translation work**

New: The translation work can start as of 6/2/2013, as long as the project clearly justifies such an early scheduling (a sheet of explanation can be attached in the CD-rom/USB stick). Please make sure that the date entered in the e-form matches both Part F of the e-form and the date that will be indicated in the contract with the translator. This contract will have to be sent to the Agency as soon as the funding decision is awarded.

### **Scheduled date of delivery of the translation by the translator(s)**

Please make sure that the date entered in the e-form matches both Part F of the e-form and the date indicated in the contract with the translator. This contract will have to be sent to the Agency as soon as the funding decision is awarded.

### **Scheduled date of publication**

Please make sure that the date entered in the e-form matches both Part F of the e-form and the publication clause contained in the contract with the owner of the rights, if there is a valid contract already signed. The publication clause must be valid until the scheduled date of publication of the work by the applicant.

A letter of intent counter-signed by the owner of the rights will have to be sent to the Agency as soon as the funding decision is awarded (and a valid full contract/agreement as soon as possible and by the end of the project).

Please pay attention to the dates inserted as "Scheduled date of the beginning of the translation work" / "Scheduled date of delivery of the translation by the translator(s)" / "Scheduled date of publication" (e.g if you erroneously insert a translation delivery date only slightly posterior to the translation start date for the same book, there will be no error message displayed).

### **PLEASE NOTE:**

It is advisable to plan for a longer timeframe encompassing any delay that could occur during the course of the project (e.g. delays in translation deliveries or publications). It is always possible to publish the last book earlier and submit a final report earlier, but more difficult to postpone the final "Project end date" as a contract amendment (specific procedure) is then needed. Always bear in mind that the final duration of the project cannot exceed 24 months.

### **Translation rights: Is the work free from translation rights?**

Should the book be free of translation rights, please make sure you tick "yes". Another pop-up field will then appear asking whether the book is part of the public domain. If not, a third pop-up field will ask whether it is a free cession from the owner of the rights.

### **Mother tongue of the translator**

The target language must be the translator's mother tongue, except in the case of lesser-used languages (where the publisher has duly demonstrated that he cannot find a more suitable translator). In that latter case, please provide additional information on a separate sheet of paper and attach it to the translator's CV in the application package.

#### **Level of language knowledge of translator (e.g. degrees, diplomas)**

Please describe the knowledge of the translator of both the original and the target languages: mother tongue, diplomas awarded, etc.

If the target language is not the translator's mother tongue, please mention it here by referring to the separate sheet of paper attached to this translator's CV, justifying the choice of the translator.

This field should be filled in either English, French or German.

#### **Level of experience of translator (e.g. selection of works translated)**

Please describe the experience of the translator in translating from the original language into the target language. Please list previous translations carried out by the translator.

This field should be filled in either English, French or German.

#### **"Add a translator" button**

Should a book be translated by two translators working together, please indicate the names and experience for both translators by clicking on the "Add a translator" button. It is also advised to approach a second translator and add this translator in the e-form if you have legitimate doubts that your first-choice translator might not sign the translation contract.

#### **Grant requested for the translation work (table)**

*Non-Poetry works:* Please enter the total number of pages of 1500 characters, excluding spaces of the original book to be translated. This number will also constitute the basis for the calculation of the maximum grant amount to be awarded at the end of the project. The rest of the table will be filled in automatically.

See above "**Number of pages of 1500 characters excluding spaces (replacing Number of characters per page)**"

*Poetry works:* the whole table has to be filled in **on the basis of the budget estimates (no flat-rate system)**.

Note: The total operating costs (translation + publication) can be funded up to 50% and cannot exceed the translation costs. Example: if the translation costs are 100€ and the publication costs 200€, the total costs amount to 300€. The maximum grant will be 100€ as it cannot exceed translation costs.

#### **"Add a book" button**

Section C6 should be completed for each of the books to be translated. Please click on the "Add a book" button to see a whole new blank section C.6 appear.

#### **List of Books proposed for translation**

This table will fill in automatically once section C.6 is completed for each book.

This is a good way for you to check that the information entered in Section C.6 is correct.

#### **C.7 Project's budget**

Please check that the automatically filled-in amounts for both poetry and non-poetry (summed up in the "grant requested" box) reflect the calculation made by you through the attached Budget Forms (Grant Calculator/ Flat-rate budget for non-poetry and Budget-based budget for poetry).

**C.8 Contact of a cultural contact point**

Please tick and comment as appropriate. Please note that this data will be used for statistical purposes and is not related to the award criteria.

**PART D: OPERATIONAL CAPACITY**

Please provide information about your experience in managing European and international projects over 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 action for which you are applying.

**PART E: PROJECT IMPLEMENTATION****E.1 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 provide a concise answer.

**E.2 European countries participating in the programme that will host and/or benefit from the activities**

Please list the following countries: the publisher's country, the countries of the target languages, the countries of the original languages or any other country specifically concerned by the dissemination/promotion plan.

**PART F: TIMETABLE FOR THE IMPLEMENTATION OF THE PROJECT ACTIVITIES**

Part F will be filled in automatically with data entered in Parts C.1 and C.6.

Once again, please check that the dates in Part F match the dates contained in your letters of intents and contracts with the translators and the owners of the rights. Part F will be attached to the Grant agreement or Decision and the start date and end date of the project will therefore become contractual obligations.

As mentioned above (see part C.6), we would advise you to plan for a longer timeframe just to be on the safe side and take into account any delay that could occur during the course of the project. However, the total duration of the project cannot exceed 24 months.

PLEASE NOTE: in the 2013 e-form, if you have inserted two translators or even three for one work, only the surname of the first translator will appear in the table.

**IV. ANNEXES**

In order to facilitate the evaluation of your application, you must provide annexes which will be included in the application package, apart from submitting the e-form.

The Declaration of Honour, the declaration concerning the works to be translated, and the Estimated budget form must be downloaded from our website and without these attachments, the e-form cannot be submitted.

**Declaration of Honour**

The requested grant amount must be filled in and the declaration must be signed by the legal representative indicated in Part A.3 of the e-form.

### **Declaration concerning the works to be translated**

The declaration must be signed by the legal representative indicated in Part A.3 of the e-form.

### **Estimated Budget Form**

There are two kinds of budget which may be cumulated if the project includes both poetry and non-poetry works. Both are presented on the same excel workbook to be downloaded from our website:

1. Flat-rate budget (Grant calculator)

This form is for non-poetry fiction only. The applicant must list the books to be translated, the total of pages of 1500 characters per page excluding spaces in the original work, for each book and choose the flat rate applying to the target language. The total is calculated automatically.

2. Budget-based budget

This form is for poetry only. The applicant should list the works and enter the translation costs. The total costs can be funded up to 50%, but cannot exceed the translation costs.

For more details and the **updated** flat-rate table, please refer to Chapter V.5 of the Programme Guide.

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:

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

Should your application be selected, the estimated budget will be reviewed by our Services and form an integral part of the Grant Agreement or Decision.

### **For the application package (including paper documents and a CD-rom or USB stick):**

A checklist is available on our website to help you ensure that your application package is complete.

Incomplete application packages will not be eligible.

## **V. COMMUNICATION WITH THE AGENCY**

Applicants will find all information relating to Strand 1.2.2 on the website of the Executive Agency: [http://eacea.ec.europa.eu/culture/funding/2013/call\\_strand\\_122\\_2013\\_en.php](http://eacea.ec.europa.eu/culture/funding/2013/call_strand_122_2013_en.php)

Information on latest developments will be provided on that 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. The selection procedure starts with the

publication of the application package on the Agency's website and ends with the publication of the selection results.

Towards the end of the selection procedure, all applicants will be sent a letter formally informing them of the decision taken by the European Commission (Award Decision) as well as the independent experts' evaluation for each award criteria.

A list of selected applications will then be posted on the Agency's website, following the adoption of a formal decision by the European Commission (Award Decision). Successful non-EU applicants will subsequently receive a Grant Agreement for signature, whereas successful EU applicants will receive a unilateral Decision which does not require a signature.

Selected proposals will be the subject of a financial analysis, in connection with which the Executive Agency may ask for additional information.

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

## VI. GLOSSARY (KEY WORDS)

**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 is 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.

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

**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. In the context of the Culture programme (2007-2013), the Programme guide is an essential additional reference document to be consulted when applying for a grant.

**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. 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."

**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/cobeneficiaries, 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 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 for grants granted by the Commission and amounts higher than EUR 60 000, due to the changes in the Financial regulation (as of 2013). Only the applicants requesting more than EUR 60 000 must then certify that they comply with the provisions set out in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation).

**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.

**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 1st January until the 31st 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:** Under Strand 1.2.2, beneficiaries from EU countries will receive a unilateral Decision signed by the Executive Agency, and not a Grant Agreement. The Decision sets out the terms and conditions governing the grant awarded and comes to effect upon signature of the Executive Agency. It may be amended during the eligibility period of the action.

**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 action or work programme.

**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.

**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).

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



## 2012 Checklist 1.2.2 - Application package

Please note that these annexes must be included in the application package

### 1. Documents to be provided on paper

<b>ANNEX A</b>	<b>Cover letter</b> Signed by the legal representative of the applying organisation.	YES	<input type="checkbox"/>
<b>ANNEX B</b>	Commercially available hardcopies of the original works to be translated.		
<b>ANNEX C</b>	This present, filled-in checklist.	YES	<input type="checkbox"/>

### 2. Documents to be provided on CD-Rom or USB Stick



<b>ANNEX D</b>	<b>Estimated budget form</b> signed by the legal representative (scan version of only the 'total estimated budget' sheet)	YES	<input type="checkbox"/>
<b>ANNEX E</b>	<b>Legal Entity Identification form</b> To be downloaded from the following website: <a href="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</a>	YES	<input type="checkbox"/>
<b>ANNEX F</b>	<b>Financial Identification Form</b> To be downloaded from the following website: <a href="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</a>	YES	<input type="checkbox"/>
<b>ANNEX G</b>	<b>Curriculum Vitae -Translators</b> See <a href="#">European CV template</a> (Europass). <ul style="list-style-type: none"> <li>CV of the translators</li> <li>If relevant: justification of the choice of a translator whose mother tongue is not the target language can be attached here</li> </ul>	YES	<input type="checkbox"/>
<b>ANNEX H</b>	<b>Any additional material supporting the application</b> (not mandatory)	YES	<input type="checkbox"/>
<b>ANNEX I</b>	<b>Any additional document</b> justifying the early date of activity start (before 1/9/2013 and in no case before 06/02/2013) or the sending of book photocopies instead of commercially available hardcopies.	YES	<input type="checkbox"/>

