



CULTURE PROGRAMME

Education, Audiovisual and Culture Executive Agency

INSTRUCTIONS FOR APPLICANTS

STRAND 2



CULTURE PROGRAMME (2007 – 2013)

VERSION August 2012

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.

Subject to the condition of the adoption by the European Commission of the Annual Work Programme for 2013 and the publication of the annual call for proposals in the Official Journal

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 as well as the user guide of the electronic application form, which may be consulted at:

http://eacea.ec.europa.eu/culture/funding/2012/index_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 (the eForm), and which documents should be sent to the Agency in the application package. 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

Grant Applications for the Culture Programme must be submitted only by using the **eForm**. However, 1 CD-Rom or USB Stick must be sent by post (within the set deadline) including all additional annexes that are not attached to the eForm.

I – Electronic Application (“eForm”) (deadline: 10 October, 2012, 12:00 midday Brussels time)

Although the eForm still mentions the old deadline, you will be able to submit your application until 10. October 2012 at noon (12:00 Brussels time).

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

1. **Declaration on honour*** signed by the legal representative of your organisation (in pdf format);

** For technical reasons, also applicants requesting a grant lower or equal to 60.000 EUR have to attach the declaration on honour. Otherwise the eForm cannot be submitted.*

2. **Detailed estimated budget form or Flat-rate calculator** (in xls, xlsx or ods format).

The **electronic application** form can be downloaded from the Agency's website at the following address:
http://eacea.ec.europa.eu/culture/funding/2012/index_en.php

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.

Make sure that you have officially submitted your electronic application form and that you have received an e-mail acknowledging receipt of your submission. For more information please read the *eForm User Guide*.

In case of a **technical problem** (e.g. you are not able to download the eForm, the eForm crashes or freezes, you encounter problems during submission, etc.), contact the EACEA Technical HelpDesk. In the approach to the deadline (10 October 2012 at 12:00 midday Brussels time), please ensure that you request assistance from the EACEA Technical HelpDesk **before** the deadline has passed. If the problem cannot be solved immediately, the EACEA Technical HelpDesk can – in exceptional circumstances – submit the eForm on your behalf. If the EACEA Technical HelpDesk is contacted **after** 12:00 midday Brussels time on the day of the deadline, your application will **under no circumstances** be accepted due to the principle of equal treatment of all applicants.

When contacting the EACEA Technical HelpDesk by e-mail, clearly describe the technical problem you are encountering. It is advisable to attach a document with print screens to illustrate the problem.

In case of **non-technical problems** (e.g. problems with filling in the budget form, questions concerning the content of the eForm 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.

II – Application package (deadline: 10 October 2012, the postmark serves as proof)

As from this year (NEW), the application package to be sent to the Executive Agency must include a CD-Rom or a USB Stick containing all requested documents (see below). The documents that cannot be provided on CD-Rom or USB stick (for example: copy of the balance sheets and profit & loss accounts) must be sent on paper.

A) Documents to be provided on paper:

1/ an official **cover letter** signed by the legal representative of the applicant organisation

B) Documents to be provided on CD-Rom or USB Stick: **NEW!**

2/ an **estimated Budget form** signed by the legal representative (the Budget form /or Flat-rate Calculator)

3/ [the Legal Entity Form](#) signed by the legal representative of the organisation, and supported by copies of official documents;

For legal entities governed by public law: a copy of the official document attesting to the establishment of the public-law entity, such as the legal instrument, statutory decree or decision setting up the organisation

For legal entities governed by private law: a copy of the official document attesting to the establishment of the private law entity, such as official journal or trade register (this document must show the name, address and registration number of the private-law entity), a copy of the certificate of liability to VAT (in countries where the trade register number and the VAT number are identical, only one of these documents is required) and the articles of association

4/ the [Financial Identification Form](#) signed by the legal representative of the organisation

5/ A **copy of the official accounts** of the applicant organisation for the last financial year for which the accounts have been closed (Balance sheets and Profit and Loss accounts)

6/ If the amount of the requested operating grant is EUR 100 000 or more: **an audit report** produced by an approved external auditor, certifying the accounts for the last available year (this is a free document and no model is provided by the Executive Agency). NB. This requirement does not apply to public organisations and international organisations under public law, to establishments of secondary or higher education

7/ an **activity report** covering the past two years of the applicant organisation (there is no template provided by the Executive Agency)

8/ [Curriculum Vitae](#) of the persons responsible for the implementation of the work programme

NOTE: for the documents to be provided under point B, follow these instructions:

- do not make separate folders per type of document. All documents should be saved at the same level.
- make one document, combining all related documents:
 - all pages of the signed estimated budget form should be scanned and saved in one document
 - the signed legal entity form should be scanned together with its supporting documents
 - the financial identification form should be scanned together with its supporting documents
 - the balance sheets, profit/loss accounts should be saved in one separate file

- ° the external audit report certifying the applicant's accounts should be one separate file
- ° the activity reports should be saved in one separate file.
- ° the CV's should be collected in one document

ATTENTION: your application will be considered complete only if all the above mentioned documents are sent by post before the mentioned deadline. A check list can be found at the end of this guide.

Failing to send in all documents, may result in the rejection of your application on the basis of the eligibility criteria. For more information consult the eligibility criteria grid at the end of this document.

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

- i) submitted the electronic application form;
- ii) included all required Annexes;
- iii) signed the declaration on honour and the budget form/ flat-calculator **by the legal representative of the applicant;**
- iv) included a cover letter signed by the legal representative of the applicant;

Do not forget to mark on the envelope the submission number of the application received right after the electronic submission.

How to send the application package

The application package must be sent by post (date as postmark), by express courier service (as proved by the registered delivery receipt of the mail service), or delivered in person, by applicants themselves, not later than 16.00 on the deadline **10 October 2012**. In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the central mail department who took delivery. This department is open from 08.00 to 17.00 from Monday to Thursday and from 08.00 to 16.00 on Friday; it is closed on Saturdays, Sundays and Commission holidays. For security reasons no applications are accepted at the EACEA physical address (Colonel Bourg).

Address to which the proposal must be sent:

**Education, Audiovisual & Culture Executive Agency
Culture Programme (2007–2013)
Strand 2 - 2013 Annual Operating Grants
Avenue du Bourget 1 (BOUR 04/03)
BE – 1140 Brussels
Belgium**

Do not forget to mark on the envelope the submission number of the application received right after the electronic submission.

If your proposal is selected, parts C to D of the application, the *Detailed Description of the Work programme*, the *Estimated Budget / Flat-rate calculator* will be annexed, as an integral part, to the Grant Agreement. Please take therefore sufficient time to prepare all the relevant documents and information in these parts.

2. APPLICATION FORM – “eForm”

COVER PAGE

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

Note that although the cover page still mentions 18/09/2012 as deadline, the new deadline of 10/10/2012 applies.

Programme

Choose the appropriate programme corresponding to your application.

Sub-Action

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

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 ORGANISATION

A1 and A2

1. 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** (including the legal entity form).

In case you cannot enter the complete name of the organisation here (the field is limited to 200 characters), insert an abbreviation here and make sure to mention the complete name in the legal entity form.

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

eacea-p5-operatinggrants@ec.europa.eu

2. Acronym

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

3. Legal address data

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

Note that the regions, as defined in the eForm, do not always correspond to the way the regions of a country are defined nationally. The regions, as defined in the eForm, result from a vote in the European Parliament on the regions of Europe. Please select the region which is most appropriate.

4. Title

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

5. Position

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

6. Phone and fax numbers

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

PART B. ORGANISATION AND ACTIVITIES

B1. Structure

Please choose, as appropriate.

The legal status of the organisation has to be characterised in several aspects: organisations have to specify if they are public bodies or not in the context of the Commission's regulations. The Legal entity form should correspond to the information mentioned here.

Useful explanation:

A public body is considered as a body, any part of whose costs are financed from the state budget as of right, either by central, regional or local government. That is, these costs are financed from public sector funds raised through taxation or fines or fees regulated by law, without going through an application process which might result in their being unsuccessful in obtaining funds. Organisations that depend on state funding for their existence and receive grants year after year, but for which there exists at least the theoretical possibility that they may fail to receive money one year are not public bodies but are considered by the Commission as private bodies.

B2. Aims and activities

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

Fields of activity

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

B3. Staff

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

B4. Geographical coverage

Please note this is a part of the eligibility criteria, the minimum number of members/or activities in different countries must be respected.

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

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

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

B5. Other EU grants envisaged for 2013

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

eacea-p5-operatinggrants@ec.europa.eu

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

PART C. DESCRIPTION OF THE ACTIVITIES

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

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

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

C.2. Work Programme

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

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

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

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

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

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

C.3 Impact

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

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

C.4 European added value

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

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

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

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

C.6 Sustainability

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

PART D. BUDGET

Degressivity rule (gradual reduction of operating grants) will NOT be applicable from 01/01/2013.

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

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

If you select budget-based grant, please fill-in the relevant sections of the eligible costs and income. The budget must be balanced in order to be able to validate your application (expenditure = income).

Please attach the detailed budget file or the flat-rate calculator with exactly the same figures as in the e-form.

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

Ambassadors:

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

Advocacy Networks:

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

ANNEXES

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

1. Declaration on honour

This document must be **duly completed and signed by the legal representative** of the organisation. Do not forget **to fill in the grant amount requested** (which must be the same as the grant amount requested in the budget form). The template document can be found on the following address: http://eacea.ec.europa.eu/culture/funding/2012/index_en.php.

A signed and scanned version of this document must be attached directly to the eForm.

2. Budget /or Flat-rate calculator

The template document can be found on the website: http://eacea.ec.europa.eu/culture/funding/2012/index_en.php. Complete the budget and attach it directly to the eForm (in .xls, xlsx or ods version). A signed copy of the 'total estimated budget' must be included in the application package sent by post (on CD-Rom or USB stick).

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

All amounts must be given in € (euro).

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

3. APPLICATION PACKAGE

After filling in and submitting the eForm you must send to our services a number of annexes before the submission deadline (10 October 2012).

Please note that in case any of these annexes are missing, your project could be considered as ineligible.

As from this year, the application package to be sent to the Executive Agency must include a CD-Rom or a USB Stick containing all requested documents (see below). The documents that cannot be provided on CD-Rom or USB stick (for example: copy of the balance sheets and profit & loss accounts) must be sent on paper

A) DOCUMENT TO BE PROVIDED ON PAPER

1. **Official cover letter** signed by the legal representative of the coordinator;

B) DOCUMENTS TO BE PROVIDED ON CD-ROM OR USB STICK

NOTE: for the documents to be provided under point B, follow these instructions:

- do not make separate folders per type of document. All documents should be saved at the same level.
- make one document, combining all related documents:

- ° all pages of the signed estimated budget form should be scanned and saved in one document
- ° the signed legal entity form should be scanned together with its supporting documents
- ° the financial identification form should be scanned together with its supporting documents
- ° the balance sheets, profit/loss accounts should be saved in one separate file
- ° the external audit report certifying the applicant's accounts should be one separate file
- ° the activity reports should be saved in one separate file.
- ° the CV's should be collected in one document

2/ an **estimated Budget form** signed by the legal representative (the Budget form /or Flat-rate Calculator)

3/ **the Legal Entity Form** supported by copies of official documents

The form can be obtained from the following website:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

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.

Please make sure that the legal entity form is signed by the legal representative of the organisation.

4/ the **Financial Identification Form**

The form can be obtained from the following website:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

Please make sure that the form is signed by the legal representative of the organisation

5/ A **copy of the official accounts** of the applicant organisation for the last financial year for which the accounts have been closed (**Balance sheets and Profit and Loss accounts**).

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

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

7/ an **activity report** covering the past two years of the applicant organisation (there is no template provided by the Executive Agency). 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.

8/ **Curriculum Vitae** of the persons responsible for the implementation of the work programme. 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.

ATTENTION: the application will be considered complete only if all the above mentioned documents are sent by post before the deadline. A check list can be found at the end of this guide.

Failing to send in all documents may result in the rejection of the application on the basis of the eligibility criteria. For more information please read the eligibility criteria grid at the end of this document.

COMMUNICATION WITH THE AGENCY

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

http://eacea.ec.europa.eu/culture/index_en.php

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

All queries relating to the preparation and submission of proposals should be addressed to the **'Culture' contact point** of your country (a contact list is available on the web address):

http://ec.europa.eu/culture/annexes-culture/doc1232_en.htm

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.

For technical problems relating to the eForm, please consult the Culture eForm User Guide, which you can access via our website:

http://eacea.ec.europa.eu/culture/funding/2012/index_en.php. If, after referring to this Guide you still have questions or the technical problem has not been solved, please contact the phone or email EACEA Technical HelpDesk services.

Phone HelpDesk: +32 229 90705

Email HelpDesk: eacea_helpdesk@ec.europa.eu

These services are available from Monday to Thursday, from 08:30 to 17:30 and Fridays from 08:30 to 17:00 (Brussels time), except on 10/10/2012 on which day the EACEA Technical Helpdesk will close at 12:00 midday Brussels time (deadline for submission).

Note that if, in case of submission problems, the EACEA Technical HelpDesk is contacted **after** 12:00 midday Brussels time on the day of the deadline, your application will **under no circumstances** be accepted due to the principle of equal treatment.

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

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

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

As far as non selected applicants are concerned, a letter will be sent informing them of the decision taken by the Executive Agency (Award Decision) and stating the reasons why their application was not selected as well as the independent expert's evaluation for each award criteria.

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

GLOSSARY (KEY WORDS)

NB. Entries are presented in alphabetical order.

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

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

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

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

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

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."

Depreciation of equipment: In case of purchase of equipment used for the purposes of the project or the annual work programme co-financed, depreciation shall be applied. Only depreciation during the *eligibility period*, as defined in the *Grant Agreement*, is an eligible *direct cost*, to the extent that the equipment is specifically used for the project or in relation to the activities of the work programme co-financed. The depreciation rules to be applied are the national tax and accounting rules of the *beneficiary* organisation.

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

Eligible costs: Necessary, specific and reasonable expenditure incurred by the *beneficiary*, while implementing the co-financed action or the *beneficiary* organisation, while implementing the activities of its annual work programme. It must be recorded in the accounts in accordance with the applicable accounting principles. The internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action with the corresponding accounting statements and supporting documents.

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

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

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

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

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

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

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

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

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

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

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

Operational capacity: This is one of the *selection criteria*, which are assessed during the selection process of submitted proposals. Applicants must have the professional competencies and qualifications required to complete the proposed work programme. To that

effect, an *Activity Report* and the *Curricula Vitae* of the persons responsible for the implementation of the proposed work programme within organisation, must be submitted as part of the application. This applies only for grants exceeding EUR 60.000.

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.

Report of Factual Findings on the Final Financial Report (Type II): the final financial report (annex III and the list of invoices) has to be accompanied by a Report of Factual Findings on the Final Financial Report (Type II). This is an independent report of factual findings produced by an auditor. The purpose of the Report is to provide the Agency a reasonable assurance that the costs as well as the receipts (including interest generated by the pre-financing and other sources of financing) have been declared in the Final Financial Report in accordance with the relevant legal and financial provisions of the Grant Agreement.

In case of public organisations, this certification may be produced by a competent and independent public officer.

The report shall be attached to the request of final payment made by the *beneficiary*. A template to be used for this report, as well as instructions for the auditor who has to prepare it, are available on the website of the Agency.

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

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

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

Subcontracting (implementation contracts/award of procurement contracts): Any service provided by an external body, organization or individual, in return for payment, to the beneficiary (body receiving the grant). 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.

Notwithstanding the above definition, the following services shall not be considered as subcontracting, (irrespective of the link these persons have with the co-beneficiary/ies):

- artist fees, fees for speakers, fees for staff members of one of the beneficiary/ies organisation/s;
- services provided by a public body;

- travel, local transport, subsistence costs (accommodation and daily rate);
- purchase of equipment necessary for the activity (depreciation only).
- highly specialised services, related to the artistic implementation of the project, that can only be provided by an external body, organisation or individual (relating to for example sound engineering, specialised moving companies, etc), do not count towards the limits for subcontracting (these are accepted on a case by case basis by the Agency).

Subcontracting shall concern only supporting activities. The beneficiary remains responsible for the conception and the development of the work programme, the attainment of its objectives, the implementation of the work programme and the use of appropriate tools.

Where implementation of the action requires subcontracting or the awarding of a procurement or service contract, the beneficiary will award the contract to the tender offering best value for money, that is to say, to the tender offering the best cost-benefit ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflicts of interest.

The beneficiary must clearly document the tendering procedure, submit a copy of the relevant documents together with the final report at the end of the work programme (including timesheets and payrolls of personnel involved) and retain them for audit purposes.

The total amount of contracts may not exceed 50% of total eligible costs of the work programme.

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

ELIGIBILITY CRITERIA GRID

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

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

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

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

Financial eligibility

Ambassadors:

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

Advocacy networks:

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

CHECKLIST - Strand 2

eFORM		
		Documents attached to eForm
1	Annex I - Declaration on honour duly completed and signed by the legal representative (in pdf)	YES <input type="checkbox"/>
2	Annex II - Estimated budget form/ or Flat-rate calculator (in .xls format)	YES <input type="checkbox"/>

APPLICATION PACKAGE		
		Document to be provided on paper:
1	Official cover letter dated and signed by the legal representative	<input type="checkbox"/>
		Documents to be provided on CD-Rom / USB Stick*:
2	Estimated budget form/ or Flat-rate calculator signed by the legal representative	YES <input type="checkbox"/>
3	Legal Entity Form duly completed and signed by the legal representative. To be downloaded from the following website: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm and supporting documents attesting to the legal status of the entity	YES <input type="checkbox"/>
4	Financial Identification Form duly completed and signed by the legal representative. To be downloaded from the following website: http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm	YES <input type="checkbox"/>
5	Copy of the official accounts: – Balance sheets for the last financial year for which the accounts have been closed – Profit & Loss accounts	YES <input type="checkbox"/>
6	External audit report certifying the applicant's accounts of the last available year (only if the amount of the grant is EUR 100 000 or more). <i>This is not applicable to public organisations and international organisations under public law.</i>	YES <input type="checkbox"/> N/A <input type="checkbox"/>
7	An activity report covering the past two years of the applicant organisation (there is no template provided by the Executive Agency)	YES <input type="checkbox"/>
8	Curriculum Vitae of the persons responsible for the implementation of the work programme	YES <input type="checkbox"/>

* All documents that cannot be provided on CD-Rom (as for example: copy of the official accounts) can be sent on paper.