

III

(Notices)

COMMISSION

CULTURE 2000: CALL FOR PROPOSALS FOR 2004

(2003/C 195/14)

INTRODUCTION

This document presents information on the implementation for the year 2004 of the 'Culture 2000' programme which was adopted on 14 February 2000 by the European Parliament and the Council, after consultation of the Committee of the Regions (Decision No 508/2000/EC published in OJ L 63, 10.3.2000, p. 1).

It includes a call for applications for Community financial support for cultural projects and events beginning in the year 2004 and presented by cultural operators from the 30 countries participating in the programme ⁽¹⁾.

This call for proposals represents the fifth annual call for project proposals under the Culture 2000 programme. The programme was established for a period of five years from 1 January 2000. The total budget for actions supported under this call for proposals is approximately EUR 28 million.

THE GENERAL OBJECTIVES OF CULTURE 2000

The Culture 2000 programme contributes to the promotion of a cultural area common to the European peoples. In this context, it supports cooperation between creative artists, cultural operators, private and public promoters, the activities of the cultural networks, and other partners as well as the cultural institutions of the Member States and of the other participant States.

The objectives of Culture 2000 are the:

1. promotion of cultural dialogue and of mutual knowledge of the culture and history of the European peoples;
2. promotion of creativity and the transnational dissemination of culture and the movement of artists, creators and other cultural operators and professionals and their works, with a strong emphasis on young and socially disadvantaged people and on cultural diversity;
3. highlighting of cultural diversity and the development of new forms of cultural expression;
4. sharing and highlighting, at the European level, the common cultural heritage of European significance; disseminating know-how and promoting good practices concerning its conservation and safeguarding;

5. recognition of the role of culture in socio-economic development;
6. fostering of intercultural dialogue and mutual exchange between European and non-European cultures;
7. explicit recognition of culture as an economic factor and as a factor in social integration and citizenship;
8. improved access to and participation in culture in the European Union for as many citizens as possible.

IMPLEMENTATION OF 'CULTURE 2000' PROGRAMME

General Themes

'Culture 2000' aims to provide funding for quality projects, which encourage innovation and creativity, provide real European added value and which reflect the current concerns and areas of interest of operators in the cultural field.

To this end three broad themes for project activity which reflect the spirit of these objectives will be given prominence in this call for proposals as in all previous calls.

All future projects approved under the 'Culture 2000' programme must seek to address at least one of the following three themes:

- Addressing the Citizen.
- New technology/media addressing creativity (the applied and creative use of new technology).
- Tradition and innovation; linking the past and the future.

An annual sector approach:

One main sector of cultural activity is highlighted each year.

This approach has been developed in the context of the response by cultural operators to previous calls for proposals under Culture 2000 and the nature of the support that has been awarded to date.

This approach aims to:

- ensure that cultural operators wishing to submit projects for Community support are informed in advance of the main sector to be supported each year. This enables them to plan their activities accordingly and to develop proposals that demonstrate an imaginative and creative approach and which represent real European added value,

⁽¹⁾ The 15 Member States of the European Union (Austria, Belgium, Denmark, Finland, Germany, Greece, France, Ireland, Italy, Luxembourg, Netherlands, Portugal, Spain, Sweden, United Kingdom); the three EEA/EFTA countries (Iceland, Liechtenstein and Norway); the following twelve candidate (applicant) countries: Bulgaria, the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, the Slovak Republic, Slovenia, Cyprus and Malta.

- ensure that all cultural operators can be assured that their specific area of cultural activity will be given due prominence.

The main sector that will be addressed in 2004 will be Cultural Heritage. For the purpose of this call this sector includes movable heritage, built heritage, immaterial heritage, historical archives and libraries, archaeological heritage, underwater heritage, cultural sites and cultural landscapes. Projects that are intended to make a profit are excluded from this call.

- In 2004, next to the main sector of cultural activity (cultural heritage) projects concerning other sectors will also be considered as indicated in the following section.
- Particular attention will be given to projects bringing together cultural operators from the EU/EEA and candidate countries.

PROJECTS FOR 2003

ANNUAL COOPERATION PROJECTS

- For 2004 funding will be given to approximately **ninety (90) one-year specific, innovative and/or experimental actions in the field of Cultural Heritage**. These actions must be based on cooperation between cultural operators around specific initiatives that focus primarily on the enhancement and safeguarding of common cultural heritage of European significance. Projects must include the dissemination of best practices and/or results through touring exhibitions and/or other means in all countries involved in the project, and should also address one of the following: the mobility of professionals or the participation of young people in specific actions.
- For 2004 funding will be given for approximately **ten (10) one-year specific, innovative and/or experimental actions in the field of Visual Arts** involving the movement of artists and the circulation of works throughout participating countries.
- For 2004 funding will be given to approximately **twenty (20) one-year specific, innovative and/or experimental actions in the field of Performing Arts** involving the movement of artists and the circulation of works and co-productions throughout participating countries.

Priority will be given to quality projects, which involve the largest and most widespread number of cultural operators from the different participating countries, which promote the greatest mobility of artists and/or professionals in the field and which ensure the widest dissemination of their activities to the general public using the most appropriate means of communication.

For all sectors the organisation of congresses, conferences or seminars and the production of CD-ROMs are not considered priority actions.

MULTI-ANNUAL COOPERATION AGREEMENT PROJECTS

Multi-annual cooperation agreements aim to strengthen cooperation between cultural operators in a structured and long-lasting way. To this end, projects undertaken in this category of activity must have an ongoing multiplier effect at the European level.

- For 2004 funding will be given to approximately **fifteen (15) multi-annual cooperation agreements in the field of Cultural Heritage**. These actions must be based on cooperation between cultural operators around concrete initiatives that focus primarily on the enhancement and safeguarding of common cultural heritage of European significance.

Projects must address at least one of the following:

- initiatives focusing on the mobility and further training of professionals in the use/application of traditional and/or new conservation/restoration techniques and in relation to concrete and *in situ* projects,
- specific actions which aim to increase the participation and access to cultural heritage of the general public and in particular young people (including persons with special needs),

and projects must also include the following:

- the organisation of innovative events/activities in all the coorganisers countries which aim to increase the awareness of the general public and in particular young people,
- touring exhibitions in all the coorganisers countries (unless it is clearly demonstrated by applicants that touring exhibitions are not feasible due to the nature of the project).
- For 2004 funding will also be given to **one to two (1-2) multi-annual cooperation agreements in the field of Visual Arts** which must involve the movement of artists and the circulation of works throughout participating countries.
- For 2004 funding will be given to **one to two (1-2) multi-annual cooperation agreements in the field of Performing Arts** and which involve the movement of artists and the circulation of works and co-productions throughout participating countries.

Priority will be given in all categories to quality projects which involve the largest and most widespread number of cultural operators from different participating countries, which promote the greatest mobility of artists and/or professionals in the field and which ensure the dissemination of their activities to the general public using the most appropriate means of communication.

For all sectors the organisation of congresses, conferences or seminars and the production of CD-ROMs are not considered priority actions.

CULTURAL COOPERATION PROJECTS IN THIRD COUNTRIES ⁽¹⁾ NOT PARTICIPATING IN THE PROGRAMME

For 2004 funding will be given to up to ten (10) projects which take place in a third country and which focus on cultural heritage common to the countries involved in the project. These projects must involve the cooperation of European institutions competent in the field and similar organisations in the third country.

BOOKS, READING AND TRANSLATION

Funding for translation — All projects must include at least four and not more than ten works to be translated.

- Funding will be given to approximately fifty (50) projects for the translation of literary works (fiction) written by European authors after 1950; priority will be given to works written in the less widely-used European languages — including regional languages and candidate countries languages — or translated into these languages,

⁽¹⁾ A Third country can be considered as any country that does not participate in the Culture 2000 programme.

- in addition, support will also be provided for approximately twenty (20) projects for the **translation** of works on the European Humanities.

Funding for annual cooperation projects

- Funding will be given to approximately seven (7) one-year specific, innovative and/or experimental projects focusing on the promotion of reading throughout Europe.
- Funding will be given to approximately three (3) one-year specific, innovative and/or experimental projects promoting collaboration, at a European level, aimed at improving the skills of professionals in the field of translation of literary works.

Funding for multi-annual cooperation agreement projects

Funding will be given to one to two (1-2) multi-annual cooperation agreements in the field of books, reading and translation.

European heritage laboratories and other projects of Action 3 of the Programme are not part of the present call for proposals.

ANNEX A

GENERAL GUIDANCE FOR USE WITH REFERENCE TO THIS CALL FOR PROPOSALS

TERMINOLOGY AND DEFINITIONS

- **'Project leader/Applicant'**: to be considered as the project leader, the cultural operator (as defined in Annex B), from a country participating in the programme, must act as the legal co-signatory for the EU grant agreement awarded by the European Commission. This is in addition to having a specific and essential involvement and coordinating role in the design and implementation of the project and in its financing (this means guaranteed participation from their own or raised and secured money and equal to at least 5 % of the total budget ⁽¹⁾).
- **'Coorganiser'**: to be considered as a coorganiser, the cultural operator (as defined in Annex B), from a country participating in the programme, must have a specific and essential involvement both in the design and implementation of the project and in its financing (this means guaranteed participation from their own or raised and secured money and equal to at least 5 % of the total budget). The involvement of coorganisers must be clearly indicated in the project application.
- **'Associated Partner'**: to be considered as a partner, the cultural operator (as defined in Annex B), will participate in the activities of the project but is not expected to have a specific and essential involvement and coordinating role in the design and implementation of the project or in its financing.
- **'Annual project'**: to be admissible as an annual project, the period of eligible expenditure of projects must last no longer than twelve months and must involve coorganisers (including the project leader) from at least 3 participating countries.

⁽¹⁾ Contributions 'in kind' cannot be included as part of the financial participation.

- **'Multi-annual cooperation agreement project'**: to be admissible as a cooperation agreement project, the period of eligible expenditure of projects must last for 24 months minimum and 36 months maximum, and must involve coorganisers (including the project leader) from at least 5 participating countries.
- **'The cooperation agreement'**: multi-annual cooperation agreement projects must be based on a cooperation agreement — a common document in a legal form recognised in one of the participating countries and signed by all coorganisers (including the project leader). This document must clearly describe the project objectives, the initiatives that will be implemented in order to achieve these objectives, the role of each coorganiser in the design and implementation of the project and their financial participation in the project.
- **'Public or Private body/organisation'**: for this call for proposals a public body is considered as any body, any part of whose costs are financed from the state budget as of right, either by central, regional or local government. That is, these costs are financed from public sector funds raised through taxation or fines or fees regulated by law, without going through an application process which might result in their being unsuccessful in obtaining funds. Organisations that depend on state funding for their existence and receive grants year after year, but for which there exists at least the theoretical possibility that they may fail to receive money one year are considered by the Commission as private bodies.

PERIOD OF ELIGIBILITY FOR PROJECT EXPENDITURE

- For all projects the period of eligibility of expenditure relating to the implementation of a project will be stipulated in the grant agreement and will, except as described in the next point, be no earlier than the signature of the grant agreement by the Commission, which is expected to be 15 April 2004. The period of eligible expenditure must begin by 15 November 2004 at the latest.
- A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the agreement is signed. In such cases, expenditure eligible for financing may not have been incurred before 15 April 2004, or before the signature of the agreement, whichever is the earlier.
- For annual projects and cultural cooperation projects in third countries, the period of eligibility of expenditure relating to the implementation of a project will last up to 12 months from the date of the beginning of the period of eligibility for each project as indicated in the grant agreement.
- For multi-annual cooperation projects the period of eligibility of expenditure relating to the implementation of a project will last for a minimum of 24 months and a maximum of 36 months from the date of the beginning of the period of eligibility for each project as indicated in the grant agreement.
- When implementing the project, only expenditure incurred by project leaders, coorganisers and partners from countries participating in the programme is eligible. In the case of cultural cooperation projects in third countries, expenditure incurred in the third country by the project leader and coorganisers will be considered eligible.

DEADLINES FOR SUBMISSION

- For Annual projects (including cooperation projects in third countries) and Translation projects the deadline for submission of applications for Community funding is 30 October 2003.
 - For Multi-annual Cooperation projects the deadline for submission of applications for Community funding is 14 November 2003.
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ANNEX B

SELECTION CRITERIA

COMMON EXCLUSION CRITERIA FOR ALL PROJECTS SUBMITTED UNDER THIS CALL FOR PROPOSALS

The following are excluded:

- projects presented by individuals,
- projects having started after 15 November 2004,
- projects that have the purpose or effect of producing a profit for the applicant(s),
- projects receiving support under a different Community programme,
- projects submitted by cultural operators (i.e. project leaders) who as organisers or coorganisers have received funding from the Culture 2000 programme under a multi-annual cooperation agreement from the calls of proposals of 2002 or 2003,
- projects which do not include a clearly detailed balanced budget (total expenditure = total income),
- projects which are not submitted using the official application form, those sent by e-mail or fax, and hand-written applications,
- projects which submit an incomplete application form (applications will be regarded as incomplete if they are not signed where required, if the budget is not complete and if they have not ticked the relevant category and sector of the project and the general theme the project principally addresses),
- projects which have not been sent by the stated deadline (the date of the postmark or the date stamp of the delivery company will be considered as the date of submission).

EXCLUSION CRITERIA FOR ALL PROJECTS EXCEPT TRANSLATION PROJECTS SUBMITTED UNDER THIS CALL FOR PROPOSALS

The following are excluded:

- projects which do not involve the minimum number of coorganisers (includes project leader) required for the category of action being applied for (three coorganisers for annual projects, three coorganisers and one associated partner for annual cooperation projects in third countries and five coorganisers for multi-annual cooperation agreements),
- projects submitted by a cultural operator from one of the 12 candidate countries which do not involve at least one coorganiser from a Member State of the European Union,
- projects that do not respect the definitions of the terms 'organiser', 'coorganiser', 'annual project' or 'cooperation agreement' as given in this call for proposals,
- projects submitted under this call for proposals that have UNESCO or the Council of Europe as organiser or coorganiser.

COMMON ELIGIBILITY CRITERIA AND FUNDING CONDITIONS FOR ALL PROJECTS SUBMITTED UNDER THIS CALL FOR PROPOSALS

Applicants (project leaders) and coorganisers

- (a) **Applicants must declare on their honour that they are not in one of the situations listed below, and they shall be excluded from participating in this call for proposals if:**

1. they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. they have been convicted of an offence concerning their professional conduct by a judgement that has the force of *res judicata*;
3. they have been guilty of grave professional misconduct proven by any means that the contracting authority can justify;
4. they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
5. they have been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
6. following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Grant agreements will not be awarded to candidates who, during the selection procedure,

- are subject to a conflict of interest,
- are guilty of misrepresentation in supplying information required by the Commission as a condition of participation in the selection procedure or fail to supply this information.

Administrative and financial penalties of an effective, proportionate and dissuasive nature may be imposed by the Commission on applicants who are excluded under the above grounds, in accordance with the provisions of Articles 93 to 96 of the Financial Regulation (Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002) and Articles 133 and 175 of the Implementing Regulation (Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002).

(b) Applicants and coorganisers must be:

- public or private cultural organisations with legal status, whose main activity lies in the cultural sphere, who must be involved both in the design and the implementation of the project, and also make a real and significant financial contribution to the project's budget ⁽¹⁾,

only grant applications submitted in writing by legal persons shall be eligible. It should be hence noted that 'natural' persons (i.e. individuals) cannot submit applications,

- organisations in one of the following countries participating in the programme ⁽²⁾:
 - the 15 Member States of the European Union (Austria, Belgium, Denmark, Finland, Germany, Greece, France, Ireland, Italy, Luxembourg, Netherlands, Portugal, Spain, Sweden, United Kingdom),
 - the three EEA/EFTA countries (Iceland, Liechtenstein and Norway) ⁽³⁾,
 - the following twelve candidate countries ⁽⁴⁾: Bulgaria, the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania, the Slovak Republic, Slovenia, Cyprus and Malta.

⁽¹⁾ Their financial participation, from their own money or from raised and secured money, must be equal to at least 5 % of the total budget.

⁽²⁾ Based on the organisation's registered place of business or its place of main activity.

⁽³⁾ Subject to the conditions set out in the EEA agreements and in the protocols thereto relating to participation in Community programmes concluded with these countries.

⁽⁴⁾ Subject to the conditions set out in the Association Council Decisions signed with these candidate countries relating to their participation in the Programme.

SELECTION CRITERIA

Applicants and coorganisers must also have the operational capacity to successfully carry out and complete the project as it is described in the application and within the time foreseen. They must:

- provide evidence of their legal status by submitting copies of their registered by-laws or articles of association/statutes (public bodies are exempt),
- provide guarantees of their financial viability by submitting copies of their official accounts for the last financial year. For multi-annual cooperation projects if the contribution sought from the European Commission is higher than EUR 300 000, then the certified audited accounts should be accompanied by an opinion of the auditor. This opinion, based upon the work that was executed for the certification of the accounts, should give the auditor's assessment as to whether or not the applicant has stable and sufficient sources of funding to maintain their activity throughout the period during which the action is proposed to be carried out, and to participate in self-financing of the project. This requirement may be waived in the case of public bodies and secondary and higher educational establishments,
- provide guarantees of their professional standards by submitting copies of the CVs of the persons responsible for the project in the lead organisation and in each of the coorganisers,
- respect the conditions of the Culture 2000 programme and the European Commission's new Financial Regulations. For full information about the new Financial Regulations, applicants should refer to http://europa.eu.int/eur-lex/en/search/search_oj.html and search for the following two Official Journals:

OJ L 248, 16.9.2002 (Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities),

OJ L 357, 31.12.2002 (Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities).

Project activities which are eligible for funding are those activities within the proposal that coincide with the period of eligibility of expenditure as indicated in the grant agreement and will, except as described below, be no earlier than the signature of the grant agreement by the Commission which is expected to be 15 April 2004. The period of eligible expenditure must begin by 15 November 2004 at the latest.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the agreement is signed. In such cases, expenditure eligible for financing may not have been incurred before 15 April 2004, or before the signature of the agreement, whichever is the earlier.

SPECIFIC ELIGIBILITY CRITERIA AND FUNDING CONDITIONS FOR ANNUAL PROJECTS SUBMITTED UNDER THIS CALL FOR PROPOSALS

- The funding requested by each project must range from EUR 50 000 to 150 000 and may not exceed 50 % of the project's total eligible budget. Applications with funding requests outside of this range will be excluded as non-eligible.
- Projects must involve coorganisers (including the project leader) from at least three (3) different countries participating in the programme.
- Each coorganiser must be a cultural operator from a country participating in the programme and must have a specific and essential involvement both in the design and implementation of the project and in its financing (this means a guaranteed financial participation from their own or raised and secured money and equal to at least 5 % of the total budget). The involvement of coorganisers in each of these areas must be clearly indicated in the project application.

SPECIFIC ELIGIBILITY CRITERIA AND FUNDING CONDITIONS FOR MULTI-ANNUAL COOPERATION AGREEMENT PROJECTS SUBMITTED UNDER THIS CALL FOR PROPOSALS

- Funding requested by each project must be above EUR 50 000 but not more than EUR 300 000 per year and may not exceed 60 % of the total eligible budget. Applications with funding requests outside of this range will be excluded as non-eligible.

- If the funding requested for the duration of the project exceeds EUR 300 000 the application must be accompanied by an external audit report produced by an approved auditor. This must include certified audited accounts accompanied by an opinion of the auditor. This opinion, based upon the work that was executed for the certification of the accounts, should give the auditor's assessment as to whether or not the applicant has stable and sufficient sources of funding to maintain their activity throughout the period during which the action is proposed to be carried out, and to participate in self-financing of the project. This requirement may be waived in the case of public bodies and secondary and higher educational establishments.
- In order to be eligible projects must last for twenty four (24) months minimum and thirty six (36) months maximum, and must involve coorganisers (including the project leader) from at least **five** participating countries.
- Each coorganiser must be a cultural operator from a country participating in the programme and must have a specific and essential involvement both in the design and implementation of the project and in its financing (a guaranteed financial participation from their own or raised and secured money and equal to at least **5 %** of the total budget). The involvement of coorganisers in all of these areas must be clearly indicated in the project application.
- This type of project must be based on a cooperation agreement: a common document in a legal form recognised in one of the countries participating in the programme, signed by all the coorganisers and clearly and precisely describing the project objectives, the initiatives which will be implemented in order to achieve these objectives and the role of each coorganiser in the design and implementation of the project.

SPECIFIC ELIGIBILITY CRITERIA FOR ALL CULTURAL HERITAGE PROJECTS SUBMITTED UNDER THIS CALL FOR PROPOSALS

Applications for both annual and multi-annual cooperation projects in the cultural heritage sector involving listed or classified heritage **must** be accompanied by the appropriate **permission/approval papers** from the competent authorities which will allow the project participants to proceed with the planned conservation, restoration or enhancement works.

SPECIFIC ELIGIBILITY CRITERIA AND FUNDING CONDITIONS FOR TRANSLATION PROJECTS SUBMITTED UNDER THIS CALL FOR PROPOSALS

- For translation projects, Community funding will cover the translator(s) fees for all books within the application provided these do not exceed a total of EUR 50 000 or 60 % of the total publication costs. In certain justified cases, this figure may be higher than EUR 50 000. A breakdown of the total publication costs, clearly indicating the costs relating to translation must be provided.
- Funding will not be given to works receiving support to cover translation costs from other sources.
- For the translation of literary works (fiction) the work to be translated must be written by a European author in 1950 or after and must have been first published in 1950 or after.
- The works must not have previously been translated into the target language.
- The translation must start no earlier than the date on which the grant agreement is signed by the Commission, which is expected to be 15 April 2004. However, a contract between the publisher and translator for the translation may be signed and an advance payment made before this date which may be considered eligible, as long as the signature of this contract is not before 15 July 2003.
- The translated works must be published by 30 November 2005 at the latest.
- The translation must be from and into European languages only and the translation must be done from the original language of the work.
- Applications, which may be submitted by individual publishing houses or a group of publishers, must involve the translation of at least four, and not more than 10, eligible works.

SPECIFIC ELIGIBILITY CRITERIA AND FUNDING CONDITIONS FOR ANNUAL COOPERATION PROJECTS IN THIRD COUNTRIES SUBMITTED UNDER THIS CALL FOR PROPOSALS

- Funding requested by each project must range from EUR 50 000 to 150 000 and may not exceed 50 % of the projects total eligible budget. Applications with funding requests outside of this range will be excluded as non-eligible.

- The events must take place in a country not participating in the programme and involve the cooperation of at least four organisations (one project leader, two coorganisers and one associated partner). These four must include three cultural institutions competent in the field of cultural heritage from three of the countries participating in the programme (i.e. the project leader and two other coorganisers), and one cultural institution from and in the relevant third country (i.e. an associated partner).
- The project leader and each coorganiser must be cultural institutions from a countries participating in the programme and must have a specific and essential involvement both in the design and implementation of the project and in its financing (a guaranteed financial participation from their own or raised and secured money and equal to at least 5 % of the total budget). The involvement of coorganisers must be clearly indicated in the project application.
- At least one of the three coorganisers (i.e. either the project leader or one of the coorganisers) from the countries participating in the programme must either be established or have relevant field experience in the third country in question. Proof of this must be included in the application form.
- The proposals relating to these actions must be presented to the Commission by the relevant authorities in the project leader's country of origin through its Permanent Representation to the European Union by 30 October 2003.

ANNEX C

PROJECT SELECTION PROCEDURES AND AWARD CRITERIA

PROJECT SELECTION PROCEDURE

The award of grants shall be subject to the principles of transparency and equal treatment.

The project selection procedure takes place in three stages:

1. *Eligibility Check*

Project applications will be checked to ensure that they fully comply with the common and specific eligibility and funding criteria. The exclusion criteria (as defined in Section B) will be applied. ⁽¹⁾ A check will also be carried out to ensure that the following conditions are fulfilled. Applicants who are found guilty of false declarations may be subject to administrative and financial penalties.

Applications **must** include:

1. two copies of the application form, signed and dated (this **MUST** include the original signed and stamped declarations of **BOTH** the project leader and the coorganisers). Only one set of all relevant annexes is required;
2. the form for acknowledgement of receipt, giving the address of the project leader;
3. in Annex 1, a certified copy of the project leader's and coorganisers' legally registered articles of association/statutes (with the exception of public bodies ⁽²⁾);
4. in Annex 2, the CV of the person in charge of overall coordination of the programme of work (i.e. the person responsible for the project) plus the CVs of those with responsibility for the project in each of the coorganisers;

⁽¹⁾ The language used in all contacts with the Commission, particularly for the project application, and reports, must be one of the official languages of the European Community.

⁽²⁾ See the definition of public body in Annex A.

5. in Annex 3, the latest activity report of the project leader and of the coorganisers;
6. in Annex 4, the latest official accounts of the project leader and of the coorganisers (with the exception of public bodies);
7. **in Annex 5, any material to support the application, illustrate the project and allow a more thorough evaluation of the project and its organisers** (e.g. relevant publications, programmes, images, drawings, examples of artists' work etc.);
8. and add, for translation projects only:
 - in Annex 6, a copy of the original book,
 - in Annex 7, a copy of the contract on translation rights,
 - in Annex 8, a copy of the agreement between the publisher and the translator(s),
 - in Annex 9, a breakdown of the total publication costs that clearly highlights those costs relating to translation,
 - in Annex 10, the CV of the translator(s),
 - in Annex 11, a dated and signed declaration from the publisher that the name of the translator and the acknowledgement of Community financial support will be clearly indicated in the translated work;
9. and add, for multi-annual cooperation agreement projects only:
 - in Annex 12, the text of the cooperation agreement (describing the action to be taken and signed by the coorganisers) in a legal form recognised in one of the countries participating in the programme,
 - in Annex 13, for funding requests that for the duration of the project exceed EUR 300 000, an external audit report produced by an approved auditor. This must include certified audited accounts accompanied by an opinion of the auditor. This opinion, based upon the work that was executed for the certification of the accounts, should give the auditor's assessment as to whether or not the applicant has stable and sufficient sources of funding to maintain their activity throughout the period during which the action is proposed to be carried out, and to participate in self-financing of the project. This requirement may be waived in the case of public bodies and secondary and higher educational establishments;
10. and add, for cultural heritage projects only:
 - in Annex 14, the appropriate permission/approval papers from the competent authorities that will allow the project participants to proceed with the planned conservation, restoration or enhancement works.

These checks are strictly adhered to and projects not containing the above documents will **not** be accepted as eligible.

2. Evaluation and Selection

Projects will be selected by the Commission in accordance with the criteria of the Culture 2000 programme, as set out in this call for applications.

The Commission will make its selection after hearing the advice of a group of independent experts set up following proposals made by countries participating in the programme, and after consultation with the committee of Member States' representatives.

Representatives of the EEA/EFTA countries (Iceland, Liechtenstein, and Norway) will participate in committee meetings with the same rights and obligations as those of the Member States, but will not have the right to vote.

The representatives of the 12 abovementioned candidate countries will participate in committee meetings as observers for the items that concern them. They will not be present when other items are discussed, nor will they have the right to vote.

3. Outcome

The outcome of the selection process will be announced once the official selection procedure has been completed and a formal decision has been taken. The applicants who have been proposed to receive funding will be sent an EU grant agreement for signature which will take effect only after signature by the applicant and the Commission. All other applicants will be informed of the decision in writing indicating the reasons for which their project was not selected for funding. No information on the outcome of individual applications will be given before that date.

TIMETABLE

The Commission will follow the following indicative timetable:

30 October 2003	Deadline for submissions for annual and translation projects
14 November 2003	Deadline for submissions for multi-annual cooperation agreements
February 2004	Completion of examination of applications, and consultation of Culture 2000 management committee
March 2004	Opinion of the European Parliament and Decision
April 2004	Written communication of the results to the applicants

EVALUATION AND AWARD CRITERIA

All eligible project applications submitted to Culture 2000 will be evaluated by a group of independent experts. Successful projects will be selected on the basis of this evaluation. (See **Project selection procedure**). Projects will be evaluated against the following agreed and standard criteria.

These criteria will focus on those elements of a proposal, which are regarded as being integral to the development and implementation of a quality project, providing real European added value and addressing the objectives of the Programme.

The underlying concerns behind the evaluation criteria and which will be given equal weighting are:

European Added Value

Projects which are regarded as providing real European added value are projects whose objectives, methodology and the nature of the cooperation undertaken have a perspective which looks beyond local, regional or even national interests and aims to develop synergies at a European level. Particular attention will be given to projects which it is felt demonstrate this.

In light of the Council Resolution of 19 December 2002 on European added value (published in OJ C 13, 18.1.2003, p. 5) and for the purposes of evaluation, those factors which will be taken into consideration when assessing the European added value of a project are:

- the cultural value of the project from a European perspective: the way in which the objectives and effects of the action are better achieved at the European level than at National level,
- the level of cooperation between States and the multilateral character of the project: the number, involvement and geographical range of participating countries. Where a number of projects are deemed to be of equivalent merit by the group of independent experts, preference will be given to projects which involve the largest number of co-organisers and/or partners from different participating countries,
- the level at which the actions address, reach and benefit primarily citizens in Europe and that aim for broad visibility and accessibility,
- the possibility of continued cooperation and sustainability, further activity or ongoing benefits arising at a European level from the activities proposed constituting a long-term contribution to the development of cooperation, integration and cultures in Europe,
- the promotion of cultural dialogue and enhancement of mutual knowledge of cultures.

Quality

Particular attention will be given to projects which consistently demonstrate through the level of cooperation between partners, the thoroughness of the application and methodology, the clarity of the budget, the proposed project management and the originality of approach that their proposal is one which will not only address the criteria and objectives of the Programme but can be completed successfully.

For the purposes of this call and for the purposes of evaluation, those factors which will be taken into consideration when assessing the quality of a project are:

- the degree of involvement of each of the coorganisers in the design, implementation and financing of the project,
- the relevance of the actions proposed to the objectives of the Programme as set out in Article 1 Decision No 508/2000/EC and those relating to the relevant annual sector and the general themes as set out in this call for proposals,
- the expertise and experience of those involved in the management and implementation of the project with regard to the category/ activities addressed,
- the relevance of the actions proposed to the targeted audience/beneficiaries, the impact on the general public and the social issues addressed,
- the relation between the actions proposed and the budget and the staff available to implement the proposal,
- the clarity of the provided budget breakdown and the clear relation between the amounts accorded to activities, the nature of the activities and methodology of carrying them out.

Innovation and Creativity

Particular attention will be given to projects that are regarded as demonstrating innovation, originality and creativity in their approach, their perspective, their methodology, or the nature of their cooperation.

ANNEX D

FINANCIAL AND CONTRACTUAL OBLIGATIONS

ELIGIBILITY OF EXPENDITURE AND PRACTICAL ARRANGEMENTS FOR THE PROVISION OF COMMUNITY SUPPORT

Eligible expenditure ⁽¹⁾:

For all projects the period of eligibility of expenditure relating to the implementation of a project will be stipulated in the grant agreement and will, except as described in the next point, be no earlier than the signature of the grant agreement by the Commission, which is expected to be 15 April 2004. The period of eligible expenditure must begin by 15 November 2004 at the latest.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the agreement is signed. In such cases, expenditure eligible for financing may not have been incurred before 15 April 2004, or before the signature of the agreement, whichever is the earlier.

Only the categories of expenditure listed below are eligible, provided they are properly accounted for and evaluated in accordance with the market conditions, and are identifiable and verifiable. They must be direct costs (i.e. generated directly by the project and indispensable for its implementation, having regard to the cost/benefit principle):

- personnel costs incurred exclusively in implementing the project are eligible only where the accounting systems of the relevant coorganisers can clearly isolate and demonstrate the percentage of staff time devoted to the implementation of the project within the period of eligible expenditure and therefore the percentage of personnel costs which can be attributed to project costs. Civil servants salaries and expenses are not eligible for financing unless it can be proved that they have been seconded to a non-governmental organisation or are otherwise undertaking — and being paid for — work outside their regular duties, which is both necessary and reasonable with regard to the project. **The administrative staff costs of the project must not exceed 20 % of the total amount of all other direct expenditure,**

⁽¹⁾ This expenditure is eligible only for cultural operators from the 15 Member States, the three EEA/EFTA countries and the 12 candidate countries participating in this programme (as referred to in Annex B, point b).

- travel/accommodation/daily allowance costs associated with the project; e.g. meetings, European gatherings, travel for training (taxi costs are not eligible, unless it is proven that there was no alternative). Organisations should use their own daily rates to calculate these costs however these must not be higher than the maximum amounts fixed by the Commission (the EC rates can be consulted at the following internet site:

http://europa.eu.int/comm/culture/eac/how_particip2000/pract_info/appel_2004_en.html

- costs associated with conferences (e.g. hiring premises, interpreters),
- publication and dissemination costs,
- equipment costs (only the depreciation element of durable goods can be considered),
- cost of consumables and supplies,
- telecommunication costs,
- insurance, hiring of premises and equipment, copyright (including royalties), artist re-sale rights, feasibility studies, technical management and coordination costs, artists' fees,
- external audit costs,
- for annual and multi-annual projects with some activities taking place in a country not participating in the programme; any costs relating to the project and which incurred in the third country by the project leader or coorganisers must not exceed 10 % of the global budget,
- for the specific cooperation projects taking place entirely in a third country (!) expenditure relating to the project incurred in the third country by the project leader and coorganisers is considered eligible.

General costs (budget heading 2 of the application form including office supplies, consumables, depreciation of computer equipment etc.) incurred by the beneficiary in carrying out the action may be eligible for funding but may not exceed 7 % of the total direct costs eligible.

Non-eligible expenditure

The following expenditure cannot be considered eligible under any circumstances:

- fixed capital costs,
- provisions of a general nature (e.g. for losses and possible future debts),
- debts,
- interest on debts,
- bad debts,
- exchange losses, unless specifically provided for in exceptional cases,
- expenditure on luxuries,
- the production of material and publications for commercial purposes; however, consideration will be given to monographs, collections, reviews, records, CDs, CD ROMs, CD-I's and videos provided they form an integral part of the project,
- investment or operating costs on the part of cultural organisations which do not form an integral part of the project,
- VAT, unless the beneficiary can show that he is unable to recover it,

(!) A 'Third country' can be considered as any country that does not participate in the Culture 2000 programme.

- expenditure incurred by participants from countries not participating in the Culture 2000 programme,
- **contributions in kind** (e.g. land, immovable property whether in its entirety or in part, durable capital goods, raw materials and unpaid voluntary work) under any circumstances.

Sub-contracts and tenders:

Where the implementation of the assisted actions requires subcontracting or tendering, beneficiaries of grants must award the contract to the tender offering the best value for money, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests.

FINANCIAL AND GENERAL ADMINISTRATIVE PROCEDURES

1. Project duration

- Projects may not start after 15 November 2004. Projects must have clearly and precisely defined objectives and must be given a realistic timetable. For all projects the period of eligibility of expenditure relating to the implementation of a project will be stipulated in the grant agreement and will, except as described in the next point, be no earlier than the signature of the grant agreement by the Commission, which is expected to be 15 April 2004.
- A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the agreement is signed. In such cases, expenditure eligible for financing may not have been incurred before 15 April 2004, or before the signature of the agreement, whichever is the earlier.

The period of eligibility of expenditure will not exceed the time allowed under each type of action, i.e.:

- For annual cooperation projects and cultural cooperation projects in third countries not participating in the programme: 12 months.
- For multi-annual cooperation agreement projects: no less than 24 months and no more than 36 months.

Applications must clearly state the project start and end dates.

2. Financial conditions

Acceptance of an application by the Commission does not constitute an undertaking to award a financial contribution equal to the amount requested by the beneficiary. The awarding of a grant does not establish an entitlement for subsequent years.

The person in charge of the applicant organisation (the project leader) must, by his signature, undertake to provide proof of the correct use of the grant and enable the Commission and/or the European Court of Auditors to verify the organisation's accounts. To this end the beneficiary must keep supporting documents for five years after the final payment.

The Commission can require any private organisation that has been awarded a grant to furnish in advance a guarantee from an approved bank or financial organisation based in one of the Member States. The guarantee must be denominated in Euro.

3. Contractual conditions

Community funding will take the form of an EU grant agreement between the Commission and the project leader; who will be designated as the beneficiary. As a condition for the grant, the Commission requires the beneficiary (project leader) and the other coorganisers to sign an agreement on the arrangements for the project, including the financial provisions. An example of the grant agreement used by the Commission can be accessed from the following internet site:

http://europa.eu.int/comm/culture/eac/how_particip2000/pract_info/appel_2004_en.html

Beneficiaries must adhere strictly to the applicable administrative rules and must respect the conditions of the Culture 2000 programme and the European Commission's new Financial Regulations.

For full information about the new Financial Regulations, applicants should refer to http://europa.eu.int/eur-lex/en/search/search_oj.html and search for the following two Official Journals:

OJ L 248, 16.9.2002 (Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities),

OJ L 357, 31.12.2002 (Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities).

The Commission attaches the utmost importance to sound administrative and financial management of projects.

The Commission cannot be held legally liable for projects that have received financial support. The financial support that it provides does not constitute a claim on the Commission and cannot therefore be transferred to a third party.

4. Observance of deadlines

The deadlines indicated in the EU grant agreement must be observed. Exceptionally, where a project has been delayed, only one extension of the EU grant agreement period may be granted. Any official request, which must be submitted at least two months before the end of the eligibility period laid down in the EU grant agreement, must state how much extra time is being applied for and why the delay has come about and must clearly indicate the proposed modified timetable and budgetary implications. Requests will be examined on their merits — and if accepted — an amendment to the EU grant agreement will be sent to the beneficiary for acceptance and signature.

Any delay which results in a project being completed **after** the agreed completion date and which is not subject to a prior agreed amendment to the original EU grant agreement by the Commission as explained above, will result in the funding being reduced by excluding all non-eligible expenditure, i.e. that expenditure incurred after the agreed completion date.

5. Co-financing

Community funding under this programme will be subject to written and binding proof of the significant financial commitment (amount of the commitment) of the project leader and coorganisers for the realisation of the project.

The beneficiary must supply evidence of the co-financing provided either by way of own resources or in the form of financial transfers from third parties.

6. Payment arrangements

Grants for all **annual projects** are paid in two instalments. The prefinancing payment (70 % of the total grant) will be made within 45 days of the date when the last of the two parties signs the agreement. The payment of the balance will depend on the Commission's approval of the final activity and financial reports.

Grants for **multi-annual cooperation agreements** are paid in three instalments: a prefinancing payment (50 % of the total grant) made within 45 days of the date when the last of the two parties signs the agreement, a second prefinancing payment midway through the project (30 % of the total grant) and a final payment of the balance on completion of the project.

The second pre-financing will be subject to the consumption of at least 70 % of the first pre-financing, and any request for new payment must be accompanied by a technical progress report of the work carried out to date, as well as a detailed statement of actual expenditure on these actions. The second prefinancing payment will only be made after this report has subsequently been approved by the Commission.

Final payment will only be made on completion of the project and after approval by the Commission of the final report and accounts.

For final payments of more than EUR 150 000, the final accounts must be accompanied by an external audit report (public bodies and secondary and higher educational establishments are exempt). The external audit must be carried out by an independent body or expert officially authorised to carry out audits of accounts. The purpose of the audit is to certify that the financial documents submitted to the Commission by the beneficiary comply with the financial provisions of the agreement, that the costs declared are the actual costs, and that all receipts have been declared.

Grants for **translation projects** are paid in one instalment at the end of the project following approval of the final report and accounts.

Since the Commission's contribution represents a given percentage of the total estimated cost of the project, the final payment will be calculated on the basis of real, eligible declared costs, bearing in mind any other contributions received or input from the project leader's or coorganisers' own resources.

Under no circumstances may the grant have the purpose or effect of producing a profit for the beneficiary and the grant shall be limited to the amount necessary to balance the action's receipts and expenditure. Profit shall be defined as a surplus of receipts over the costs of the action in question when the request is made for final payment of a grant for an action.

If an action makes a financial profit, the funds awarded by the Commission must be repaid, to the level of the profit realised. Should the actual total cost of the project be less than the total estimated cost, the Commission will reduce its contribution proportionally. It is therefore in the applicant's interest to present a reasonable budget estimate.

7. General Provisions

Use of grants awarded to beneficiaries is subject to inspection and financial control by the Commission and/or European Court of Auditors and/or European Anti-Fraud Office (OLAF).

Any concealment by any applicant of all or part of any information which might have an incidence on the Commission's final decision will automatically render the application invalid or, if it is discovered at a later stage, will entitle the Commission to terminate the EU grant agreement and demand the full reimbursement of all sums received by the beneficiary under the EU grant agreement.

— *Report and final accounts*

On completion of a project that has received Community funding, the project leader must submit an activity report, including final accounts, on the results and be prepared to supply the European Commission with any information it may need to enable it to evaluate the project. This report must give a succinct but full description of the results of the project as compared with the initial objectives and must be accompanied by any publications produced under the project.

This document must also include a report from each coorganiser detailing their participation throughout the project.

— *Publicity*

The organisers of the projects are under a contractual obligation to ensure, by all appropriate means and in accordance with the conditions laid down in the EU grant agreement, that the funding awarded to the project by the European Union is publicised during the life of the project and acknowledged in any publications and permanent or ongoing publicity material subsequent to this. Evidence of this publicity must be included in both interim and final reports.

The Commission will publish the name and address of the beneficiary, the subject of the grant and the amount and the rate of financing. This will be done, in agreement with the beneficiary, unless publication of the information may threaten the safety of the beneficiary or harm their business interests.

APPLICATIONS

The call for proposals and the application forms can be obtained on the EUROPA server on the Internet at the following address:

http://europa.eu.int/comm/culture/eac/how_particip2000/pract_info/appel_2004_en.html

Application forms can, if necessary, be obtained from the Culture Contact Points in the countries participating in the programme (Annex E) or from the unit 'Development of Cultural Policy — Culture 2000 Programme' at the following address:

European Commission
Policy development in the cultural sphere — Culture 2000 Framework Programme
B-100 — Office: 5/21
B-1049 Brussels

Applications will only be accepted for examination if they are duly completed and submitted on the official application form. Applications that are sent by e-mail or fax or are hand-written will not be accepted.

Applications must be submitted to the above address:

- by post, for which purposes the relevant date is to be the date of despatch by post, as evidenced by the postmark, or
- by hand-delivery by the applicant in person or by an agent, including courier service, against a signed and dated receipt.

And by the deadline of **30 October 2003** at the latest for all annual projects (including projects in third countries) and translation projects and by **14 November 2003** for all multi-annual cooperation agreement projects.

The deadline must be adhered to and no extension will be granted.

ANNEX E

LIST OF CULTURAL CONTACT POINTS IN EUROPE

Austria

Cultural Contact Point Austria
 Frau Sigrid Olbrich-Hiebler
 Bundeskanzleramt — Kunstsektion
 Kontaktstelle für Kulturangelegenheiten in Österreich
 Schottengasse 1
 A-1010 Wien
 Tel. (43-1) 531 15 76 93
 Fax (43-1) 531 15 76 94
 E-mail: sigrid.hiebler@bka.gv.at
<http://www.ccp-austria.at>

Cultural Heritage

Frau Liselotte Haschke
 Ministerium für Bildung, Wissenschaft und Kultur
 Schreyvogelgasse 2
 A-1010 Wien
 Tel. (43-1) 531 20 36 26
 Fax (43-1) 531 20 36 09
 E-mail: liselotte.haschke@bmbwk.gv.at
<http://bmbwk.gv.at/kultur>

Belgium

Cultural Contact Point Belgium (Flemish Community)

Annemarie Gielen
 CultuurNet Vlaanderen
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 B-1000 Brussel
 Tel. (32-2) 551 18 86
 Fax (32-2) 551 18 99
 e-mail: annemarie.gielen@cultuurnet.be
<http://www.cultuurnet.be>

Cultural Contact Point Belgium (French and German Community)

Claudine Lison
 Marie Schippers
 c/o Wallonie-Bruxelles Théâtre
 Le Flagey
 Place Flagey 18 B13
 B-1050 Bruxelles
 Tel. (32-2) 219 39 08
 Fax (32-2) 219 45 74
 e-mail: wbt@online.be
<http://www.pcceurope.be>

Bulgaria

Cultural Contact Point Bulgaria

Euro-Bulgarian Cultural Centre
 Yavor Koinakov
 17 Al. Stamboliiski Blvd.
 BG-1040 Sofia
 Tel. (359-2) 988 00 84
 Fax (359-2) 980 78 03
 e-mail: cip@eubcc.bg
<http://www.eubcc.bg>

Ministry of Culture
 European Integration Department
 Iveta Dimova

Daniela Kaneva
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 BG-1040 Sofia
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 Fax (359-2) 981 81 45
 e-mail: iveta_dimova@lycos.com
 daniela_kaneva@yahoo.com
<http://www.culture.government.bg>

Republic of Cyprus

Cultural Contact Point Republic of Cyprus

Eleni Nikita
 Loulli Michaelidou
 Christina Hadjisavva
 Ministry of Education and Culture
 Cultural Services
 Corner of Kimonas and Thoukidides Street
 CY-1434 Nicosia
 Tel. (357) 22 800979/800933/800994
 Fax (357) 22 518042
 e-mail: ccp@culture.moec.gov.cy
<http://www.moec.gov.cy/ccp/index.html>

Czech Republic

Cultural Contact Point Czech Republic

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 Magdalena Biciková
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 magdalena.bicikova@culture2000.cz
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Section for Cultural Heritage of the Cultural Contact Point Czech Republic

Eva Lukášová
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 National Institute for the Preservation of Cultural Heritage — Head Office
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Denmark

Cultural Contact Point Denmark

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 Fax (45) 33 14 64 28
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<http://www.kulturtilskud.min.dk/ccp>

Estonia

Cultural Contact Point Estonia
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Finland

Cultural Contact Point Finland
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Hanna Hietaluoma
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Fax (358-9) 77 47 70 64
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<http://www.cimo.fi>

France

Cultural Contact Point France
Relais — Culture — Europe
Pascal Brunet
Valérie Martino
17, rue Montorgueil
F-75001 Paris
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Télécopieur (33-1) 53 40 95 19
Courriel: info@relais-culture-europe.org
<http://www.relais-culture-europe.org>

Germany

Cultural Contact Point Germany
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<http://www.kulturrat.de/ccp/>

Greece

Cultural Contact Point Greece
Georgios Liontos
Ministry of Culture
Directorate of European Affairs
17 rue Ermou
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Tel. (30) 210 32 30 293/82 01 501
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Hungary

Cultural Contact Point of Hungary
KultúrPont Iroda

Attila Zongor
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H-1075 Budapest
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Fax (36-1) 413 75 74
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<http://www.kulturpont.hu>

Iceland

Cultural Contact Point Iceland
Svanbjörg Einarsdóttir
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IS-101 Reykjavík
Tel. (354) 562 63 88
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e-mail: ccp@iff.is
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Ireland

Cultural Contact Point Ireland
Emma Kelly
Kira Ravinskaya
Catherine Boothman
The Arts Council/An Chomhairle Ealaíon
70 Merrion Square
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<http://www.artscouncil.ie>
Kira Ravinskaya
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Emma Kelly
Tel. (353-1) 618 02 64
Catherine Boothman
Tel. (353-1) 618 02 34

Italy

Cultural Contact Point Italy
Dialoghi per la cultura europea, Antenna culturale
europea
Massimo Sculari
Marcella Mondini
Cristiana Bartolini
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Latvia

Cultural Contact Point Latvia
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Ministry of Culture
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Lithuania

Cultural Contact Point Lithuania
Europos kultūros programų centras
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Luxembourg

Cultural Contact Point Luxembourg
Relais Culture Europe-Luxembourg
Marie-Ange Schimmer
Agence luxembourgeoise d'action culturelle
34 b, rue Philippe II
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Télécopieur (352) 46 07 01
Courriel: rce@culture.lu
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Norway

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Poland

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Punkt Kontaktowy ds. Kultury
Ms. Joanna Sanetra
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Portugal

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Slovenia

Cultural Contact Point Slovenia
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Spain

Cultural Contact Point Spain
Punto de Contacto Cultural de España
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Tel. (34) 917 01 71 15
Fax (34) 917 01 72 19
e-mail: pcc.cultura@dgcc.mcu.es
<http://www.mcu.es/cooperación/pcc/index.html>

Sverige

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Statens kulturråd
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