Education, Audiovisual and Culture Executive Agency

CULTURE PROGRAMME

INSTRUCTIONS FOR APPLICANTS

STRAND 1.2.1

CULTURE PROGRAMME (2007 – 2013)

VERSION JULY 2011

INTRODUCTION

Disclaimer:
The following is intended as useful information for applicants. It does not replace or overrule the criteria or any other conditions contained in the Culture Programme Guide.
It should be noted that the Programme Guide and the specific conditions in the Grant Agreement take precedence over the general conditions in the Grant Agreement and any other source of information (website, Instructions for Applicants, etc.) on the Culture Programme.

This document provides practical guidance on how to complete and send the application file, as well as information relevant to the application procedure that may be useful to applicants.
Before proceeding to completing and sending the application file, please ensure that you have carefully read the Programme Guide as well as the user guide of the electronic application form, which may be consulted at: http://eacea.ec.europa.eu/culture/funding/2011/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, some guidance is given on completing the budget form. In the fifth part some tips on communication with the Agency are given. The last part is the glossary, in which some key terminology is explained.

1. HOW TO PREPARE THE APPLICATION DOCUMENTS FOR SUBMISSION

Grant applications for the Culture Programme may only be submitted through the eForm. The online submission is considered to be the master copy. However, 1 paper copy must be sent by post together with additional annexes that are not attached to the eForm.

I – Electronic application form ("eForm") (deadline: 5 October 2011, 12:00 midday Brussels time)

Applicants have to fill in the electronic application form and attach the following documents:

1. Detailed description of the project;
2. Declaration on honour signed by the legal representative of the coordinator;
3. Estimated budget form (in .xls format).

The application form can be downloaded from the Agency's website at the following address: http://eacea.ec.europa.eu/culture/funding/2011/index_en.php

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 HelpDesk. In the approach to the deadline (5 October 2011 at 12:00 midday Brussels time), please ensure that you request assistance from the HelpDesk **before** the deadline has passed. If the problem cannot be solved immediately, the HelpDesk can – in exceptional circumstances – submit the eForm on your behalf. If the 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 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 (hard copies and CD-Rom) (deadline: 5 October 2011, the postmark serves as proof)

As from this year, the application package to be sent to the Executive Agency must include both paper copies of a number of documents as well as a CD-Rom containing CV's and activity reports.

A) Documents to be provided on paper

i) an official cover letter signed by the legal representative of the coordinator

ii) one printed copy of the eForm and its 3 attachments:

1. detailed description of the project;
2. declaration on honour signed by the legal representative of the coordinator;
3. estimated budget form signed by the legal representative of the coordinator (3 parts: detailed budget by activity, total estimated budget and summary);

iii) all additional annexes that are not included in the eForm and where signatures are requested:

4. a mandate per co-organiser conferring power of attorney to the coordinator, signed by the legal representative of the co-organiser and by the legal representative of the coordinator;
5. legal entity form, signed by the legal representative of the coordinator, and supported by copies of official documents (coordinator only);
6. financial identification form, signed by the legal representative of the coordinator (coordinator only);
7. financial capability form (coordinator only);
8. balance sheets, profit/loss accounts (coordinator only);

B) Documents to be provided on CD-Rom

9. activity reports (covering the past two years) for all involved organisations;
10. Curriculum Vitae of the persons responsible for the implementation of the action (contact persons of all partner organisations identified in part A and B of the eForm).

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.

Before sending the 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;

iv) included a cover letter signed by the coordinator.

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

Address to which the proposal must be sent:

Education, Audiovisual & Culture Executive Agency
Culture Programme (2007–2013)
Strand 1.2.1 – Cooperation Projects
Avenue du Bourget 1
BE – 1140 Brussels
Belgium

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

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 eForm.

1. Action
Choose the appropriate action corresponding to your project. The application will automatically ''adapt'' all fields to your action. For cooperation projects (Strand 1.2.1) you should choose "Cooperation measures".

2. Project title
Insert the project title (no longer than 300 characters) and the project acronym, if applicable (read also chapter 5.1 of the *eForm User Guide*).

3. Language used to complete the form
The application form must be completed in one of the official languages of the European Union. However, for practical reasons and to speed up the assessment procedure, it is recommended that applications be submitted in one of the three working languages of the European Commission (English, French or German).

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

This part of the application must be filled in by all partners participating in the project (coordinator and co-organisers). Please note that for strand 1.2.1 you should have a minimum of 3 co-organisers (including the coordinator) from 3 different eligible countries.

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

Start by filling out the details of the organisation that will act as coordinator of the project. Then you need to create entries for the co-organisers in the project. In case there are 6 co-organisers in the project, type '6' in the partner control field, and click the 'Add organisation(s)' button. Scroll up in order to see the newly created entries and fill them in.

A.1 Organisation

Full name of the organisation

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

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.

Acronym

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

Department/Faculty

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

Registered address

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

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.

A.2 & A.3

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

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

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

PART B. ORGANISATION AND ACTIVITIES

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

B.1 Structure
Please choose, as appropriate.
The legal status of the organisation has to be characterised in several aspects: organisations have to specify if they are public bodies in the context of the Commission's regulations.

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

B.3 Other community grants
Please provide ONLY information on community funding received for the past three years. Indicate the Community Programme, the grant agreement number, the coordinator of the project (if it is not your organisation) and the project title.

If you have requested funding for the same project as the one for which you are filling in this application form from another Community Programme, please make sure you fill in these fields by indicating the Programme concerned and the amount requested. In case your application is selected for financing by the other Programme you should immediately inform our services by e-mail: eacea-p5-cooperationprojects@ec.europa.eu

PART C. DESCRIPTION OF THE PROJECT

C.1 Calendar of the project

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

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

C.2.1 Organisation-Information

This table must be filled in by all partners participating in the project (coordinator and co-organisers).

ATTENTION: If any of the involved organisations was established before 1900, mention 1900 here and include the real date on which the organisation was established in the activity report of the concerned organisation

C.2.2 Organisation - dependencies

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

Two organisations (legal entities) are dependent on each other where there is a controlling relationship between them. To be regarded as independent, a legal entity must not be in a controlling relationship with another legal entity.

A controlling relationship shall exist where one legal entity directly or indirectly controls the other or one legal entity is under the same direct or indirect control as the other.

Legal entity *A* controls legal entity *B* if:

- *A*, directly or indirectly, holds more than 50% of the share capital or a majority of voting rights of the shareholders or associates of *B*,

or

- *A*, directly or indirectly, holds in fact or in law the decision-making power in *B*. Ownership or supervision of legal entities by the same public body shall not in itself give rise to a controlling relationship between them.

C.3 Relevance to the specific objectives of the Programme

Please tick as appropriate and provide an estimation of the number of works and artists that will be moved as a result of your project.

C.4 Relevance to the European Year

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

C.5 Fields

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

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

C.6 European countries that will host and/or benefit from the activities
Please tick as appropriate. You can tick more than one box. Make sure that your choices are consistent with the project description and timetable.

C.7 Summary of the project in English, French or German
Please provide a summary of the project in English, French or German. You can not use more than 2.000 characters.
The summary should provide the reader with a clear understanding of the content and objectives of the proposed project and their relevance to the Programme. In principle, it should describe in a concise manner the main elements of the detailed description of the project.
Please be aware that, in line with its obligation with regard to publicity and promotion, the European Commission may decide to publish the summary on its website, together with other data relating to the project (i.e. amount of EC grant, name of beneficiary, title of the project). You should therefore use a language that is as clear and easy to understand as possible.

C.8 Summary of the project's budget
Copy the total **eligible** budget from the 'Summary' sheet of the budget form (see page 33).

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

PART D. TECHNICAL CAPABILITY

This part of the application must be filled in by all partners participating in the project (coordinator and co-organisers).
You should provide information on your experience in European and international projects for the past two years. Please make sure you provide a concise description of your activities permitting to evaluate your operational capability in relation to the project for which you are applying.

PART E. PROJECT IMPLEMENTATION /AWARD CRITERIA

E.1 Detailed description of the project
Please read following page: *Annexes - 1. Detailed description of your project.*

E.2 Quality partnership

Associated partners
Please fill in the name and country of the organisations that will be associated to the project as well as a short description of their role in the implementation of the project. (For questions regarding the financial rules regarding associated partners read also *4. Budget form*).

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

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

Role in the implementation of the project
Please provide a short summary of what you have described under point B.2.

E.4 Communication and promotion activities
In case there is not enough room to describe your communication and promotion plan in the eForm, you can provide additional information in the detailed description of the project.

PART F. WORK PROGRAMME

You are required to insert the title and a short description of the project's activities (meetings, workshops, conferences, research activities, cultural activities,…), as recorded in the detailed description of the project. Indicate also the location and country of the activity (city, region,..) as well as the estimated dates for each action. In case of subcontracting you should tick the relevant box and provide the name of the subcontractor. If the name is not yet known you should write “not yet known”. In case of partial subcontracting of the activity, you tick the box, and describe which part will be subcontracted and provide the name of the subcontractor.

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

ANNEXES

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

1. Detailed description of the project

For technical reasons the detailed description of the project cannot be a part of the eForm. Hence, it must be uploaded and attached to the eForm in Microsoft Word or PDF document format.

There is no prescribed structure for this document. However, before preparing this text, it is recommendable to carefully read the award criteria (Programme Guide chapter IV.5), in particular the passages referring to European added value, relevance to the specific objectives of the Programme and excellence of proposed cultural activities.

The detailed description should describe in a clear manner the general concept and objective of the project and their relevance to the aims and objectives of the Culture Programme 2007-2013, the activities envisaged and their specific objectives, the potential impact of the project at European level, as well as any other elements deemed appropriate.

When drafting the text, keep in mind the questions that you need to answer in the application form relating to specific aspects of the project (i.e. expected level of outputs, communication and promotion activities, sustainability). You must therefore ensure that the same elements are not repeated.

You should use maximum 30.000 characters (approximately 7-8 pages).

In case the eForm does not provide enough space to adequately describe any of the aspects of your project, you may insert these elements in the detailed description.

If your project is selected, the detailed description of the project will be annexed, as an integral part, to the Grant Agreement.

2. Declaration on honour

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

A signed and scanned version of this document must be attached directly to the eForm. The signed version must be included in the application package sent by post.

3. Budget

The template document can be found on the website: http://eacea.ec.europa.eu/culture/funding/2011/index_en.php. Complete the budget and attach it directly to the eForm (in .xls version). The original signed version must be included in the application package sent by post.

If your project is selected, the eligible estimated budget will be annexed, as an integral part, to the Grant Agreement. Please take sufficient time to prepare your budget. You need to do this before starting to fill in the eForm.

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

Please consult part 4 of this guide for instructions on how to fill in the budget form.

3. APPLICATION PACKAGE

After filling in and submitting the eForm you must print it out and send it to our services together with a number of annexes before the submission deadline (5 October 2011).
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 both hard copies of a number of documents as well as a CD-Rom containing CV's and activity reports.

A) DOCUMENTS TO BE PROVIDED ON PAPER

i) an official cover letter signed by the legal representative of the coordinator;

ii) one printed copy of the eForm and its 3 attachments:

1. **detailed description of the project**
2. **declaration on honour** signed by the legal representative of the coordinator
3. **estimated budget form**, signed by the legal representative of the coordinator (3 parts: detailed budget by activity, total estimated budget and summary);

iii) all additional annexes that are not included in the eForm and where signatures are requested:

4. Mandates conferring power of attorney to the coordinator
Each co-organiser must sign a mandate by which the signatory grants power of attorney to the coordinator to act in their name and for their account during the implementation of the action. This document must be signed by the legal representative of the coordinator and by the legal representative of the co-organiser. The template document can be found on the website:
http://eacea.ec.europa.eu/culture/funding/2011/index_en.php.
One such mandate per co-organiser must be included in the application package. As from this year, also copies or scans of these documents can be accepted.

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

5. Legal entity form and supporting documents (coordinator only)
The form can be obtained from the following website:
http://ec.europa.eu/budget/execution/legal_entities_en.htm
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 coordinator.

6. Financial identification form (coordinator only)
The form can be obtained from the following website:
http://ec.europa.eu/budget/execution/ftiers_en.htm
Please make sure that the form is signed by the legal representative of the coordinator.

7. Financial capability form (coordinator only)
The template for the document can be downloaded from the website:
http://eacea.ec.europa.eu/culture/funding/2011/index_en.php

8. Balance sheets, profit/loss accounts (coordinator only)
These documents should cover the last financial year for which the accounts have been closed (and cannot be older than 18 months). If the organisation has just been established, please attach approved accounts to date. If you are not able to provide us with these documents and in case your application is selected for co-funding, the rules applicable to prefinancement payment will change in accordance to the rules laid out in the Programme Guide.
Failure to provide these documents may result in an important delay in handling your file in case the project is selected for funding.
NB. Public bodies and international organisations under public law are not required to send these documents.

B) DOCUMENTS TO BE PROVIDED ON CD-ROM

9. Activity reports of all involved organisations
This document should provide information on the organisations' activities covering the past two (2) years in the relevant domain(s). It should be submitted for every partner organisation (coordinator and co-organisers). 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.

10. Curriculum Vitae of the persons responsible for the implementation of the action
These should be provided for the persons responsible for the general coordination/implementation of the action (i.e. the contact person as identified in part A of the eForm) for each partner organisation (coordinator and co-organisers). 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.

4. BUDGET FORM

GENERAL REMARKS

The mandatory template document can be found on the following address: http://eacea.ec.europa.eu/culture/funding/2011/index_en.php. This document (in .xls format) must be attached directly to the eForm. A signed paper version is also part of the application package that must be sent by post.

If your project is selected, the estimated budget will be annexed, as an integral part, to the Grant Agreement.[1]

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

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

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

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

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

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

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

COSTS

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

ELIGIBLE COSTS:

1. Costs directly linked to the implementation of project activities (includes production costs)
2. Communication, promotion and dissemination costs and costs of exploitation of results
3. Costs in connection with conferences, seminars/workshops

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

4. Staff: administration and coordination
    - This may be max. 20% of the total direct costs, i.e. the total of budget chapters 1+2+3.
    - You must indicate the number of people working for the project, that is, staff employed by the coordinator and the co-organisers in order to implement the project (e.g. administration, coordination, secretarial support). When making your calculations, please take into consideration the following:
        - Expenditure in connection with staff working on the project (directly and exclusively, or partially, in which case only the relevant percentage would be eligible) must be substantiated by means of job descriptions, time sheets, secondment agreements (civil servants), and/or other means.
        - Staff costs should be in line with the usual practice of your organisation. If these costs are considered to be extravagant, they will be reviewed and capped by EACEA services accordingly.
5. Indirect costs
    - This may be max. 7% of the total direct costs, i.e. the total of budget chapters 1+2+3+4.

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

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

Note that:

i. **Expenditure incurred by associated partners** is not eligible, unless it is directly paid or refunded by the coordinator and/or the co-organisers of the action.
ii. **VAT** is an eligible cost only if your organisation cannot recover it. Make sure to correctly indicate whether your organisation and the co-organisers can recuperate VAT in chapter 3 of the income side of the 'total estimated budget' section of the budget form. Note that VAT is always an ineligible expense for public organisations.
iii. When making your calculations concerning travel costs, please keep in mind that **travel and subsistence** (accommodation and daily allowances) costs should be in line with the usual practice of your organisation. If these costs are considered to be extravagant, they will be reviewed and capped at the scales approved annually by the European Commission. For your information, the scales approved by the European Commission with regard to daily allowance and accommodation per country can be found at: http://eacea.ec.europa.eu/culture/funding/2011/index_en.php.
    - In case of travel by plane: maximum 600 € in Europe – economy class. There is no ceiling for third country travels but the ticket must be economy class.
    - In case of travel by train: first class tickets are allowed.
    - In case of travel by car: flat rate reimbursement of 0,22€/km (fuel costs non-eligible). In case national rules allow for a higher flat rate, this can be accepted provided that you provide proof of the applicable national rules.
    - Taxi costs are not eligible because they are considered to be part of the subsistence costs (daily allowance).

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

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

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

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

Rules relating to **eligible subcontracting**:

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

- The coordinator and, where applicable, his co-organisers must clearly document the tendering procedure, submit a copy of the relevant documents together with the final report at the end of the action and retain them for audit purposes.
- When in doubt whether or not a certain service should be regarded as subcontracting, or whether or not the subcontracting is eligible, you may always ask the Cultural Contact Point of your country for assistance.

NON-ELIGIBLE COSTS

1. Contributions in kind (e.g. valorisation of voluntary work, donations, the use of a room or equipment for free).
2. Non-eligible subcontracting:
    - Costs for the coordination of the project.
    - The amount that exceeds 50% of the E.U. grant.
3. Other non-eligible costs:
    - Amounts related to staff costs that exceed the 20% limit.
    - Amounts related to indirect costs that exceed the 7% limit.
    - Amounts related to third country costs that exceed the 15% limit.

INCOME

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

1. The EC grant: it may not exceed 50% of the total eligible budget and must be minimum 50.000 € and maximum 200.000 €. Make sure that the amount requested is indeed between these figures before submitting your application, as it will otherwise be ineligible.
2. Income generated by the project activities (e.g. ticket sales, sale of publication, registration fees). As these are an uncertain form of income, which can only be estimated at the time of preparing the application, they must not in any way be considered as own or raised funds. However; it is obligatory to foresee them at the application stage and to include them on the income side as they will help in balancing the budget.
3. Self-financing: the amount of the financial contribution of the coordinator, each co-organiser, associated partners and others under 'self-financing' must be own funds or raised and secured funds specifically for the project. Proof of the co-funding amounts that are already secured at the date of submission of the project application must be sent with the application package. Make sure that the amounts mentioned here correspond with the amounts in part E.3 of the eForm and the amounts in the mandate letters.
4. Resources to cover contribution in kind.

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

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

HOW TO FILL IN THE BUDGET FORM

Some practical tips

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

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

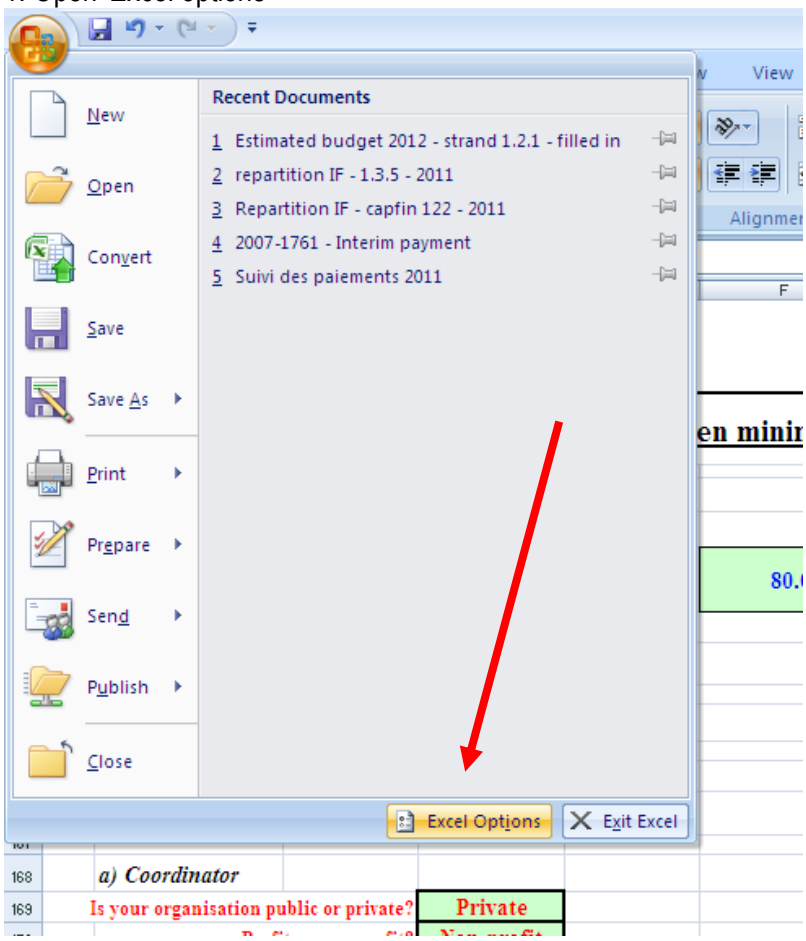
1. The content of the budget which just enumerates the different expense categories that can be selected in column B of the detailed budget by activity.
2. The detailed budget by activity and by partner, which only covers the expenditure side of your budget.
3. The total estimated budget, which presents both expenditure and income.
4. The summary, which can assist you in filling in part C.8 of the eForm.

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

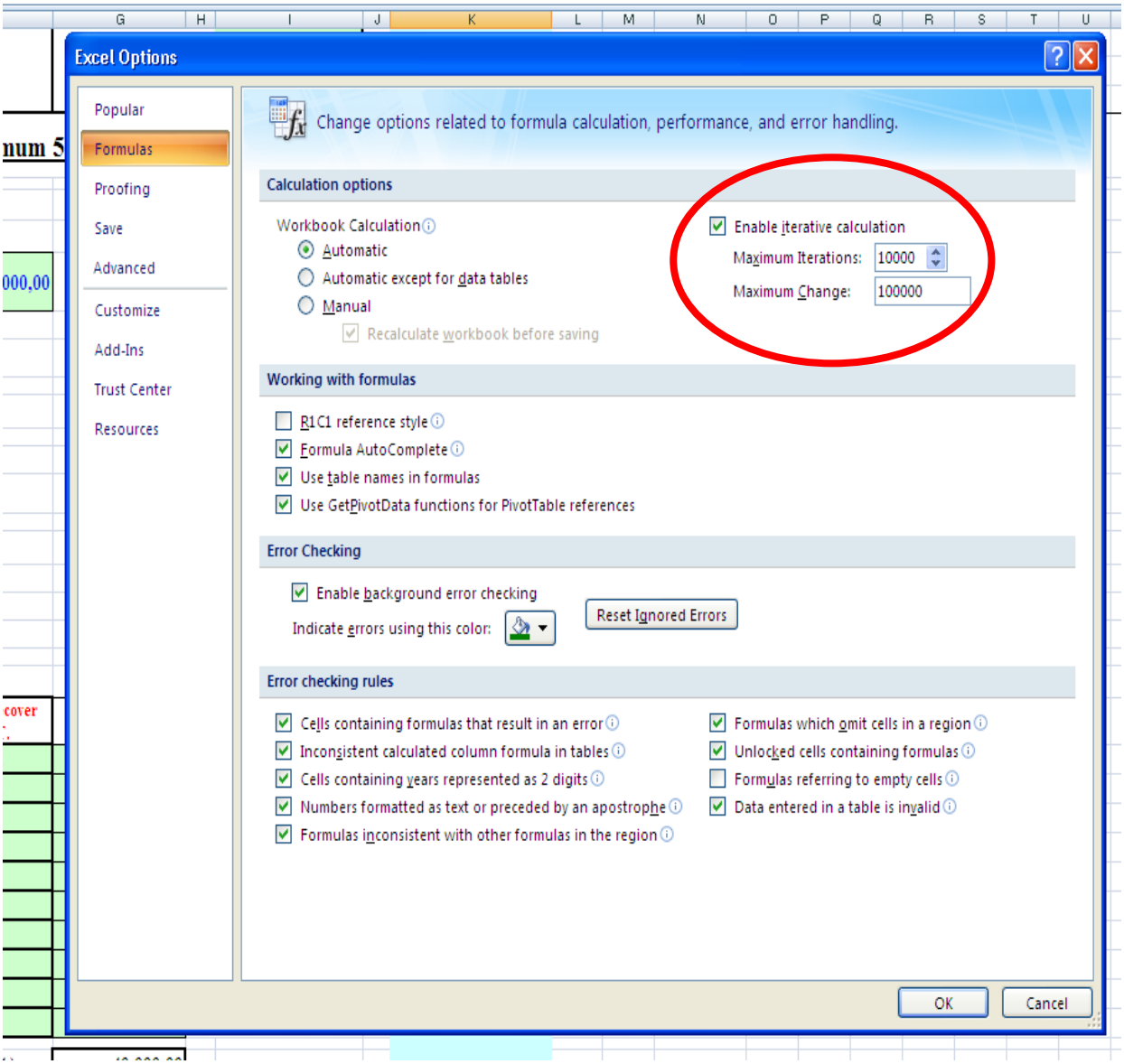
Do **NOT** insert lines in the detailed budget by activity. Inserting a line does not guarantee that the necessary formulas will be copied. More than 4.000 pre-formatted lines have been created for you.

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

1. Open 'Excel options'



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



3. Click OK.

How to go about filling in the budget form

1. Fill in the E.U. grant requested

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

2. 'Detailed budget by activity'

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

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

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

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

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

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

List of partner organisations

Partner no	Role	Organisation Name	
P1	Coordinator	Slovenian Organisation	Ljublja
P2	Coorganiser	Greek Co-organiser	Athens
P3	Coorganiser	Belgian Coorganiser	Brusse

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

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

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

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

1		*Culture Programme*				
2		**Name of the coordinator:**	**Organisation XYZ**	*All green cells must be filled in*		
3		**Title of the project:**	**Project XYZ**			
4		**Grant requested**	**80.000,00 €**	*(= amount indicated in the cell F*		
5						
6		**Overall Project**		**Total estimated eligible budget**	**Chapter 1**	
7–8		**Nature of the expenses**				
9–11		**Content of the budget**			**Project activities**	**Co & D**
12–13			**Explanation about the nature of the cost (Destination of travel and subsistence, ...)**			
14				**Total estimated budget**	**(from 1.a to 1.n)**	
15	**Row nr**	*Please, use the pull-down menu*		**161.675,00**	**77.525,00**	
16	1	1.a - Fees and remuneration of artists	Artists in shows A, B, C	15.500,00	15.500,00	
17	2	1.b - Copyright or royalties	Copyright for use of texts	3.000,00	3.000,00	
18	3	1.d - Remuneration of scientific personnel & technicians	Technicians for build-up and during shows	4.000,00	4.000,00	
19	4	1.e - Travel	Travel to and from shows for entire crew (10 people from A to B,C and D)	14.800,00	14.800,00	
20	5	1.f - Subsistence (accommodation and daily allowances)	Subsistence during shows for entire crew (10 people, 3 days per show)	30.650,00	30.650,00	
21	6	1.g - Insurance	Liability and travel insurance	1.500,00		
22	7	1.h - Premises hire	Rent of theatres	8.000,00	2.000,00	
23	8	1.i - Equipment hire	[illegible] instruments, etc	2.500,00		

Content of the budget | Detailed budget by activity | Total estimated budget | Summary | Anne

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

	A	B	C	W	X	Y	Z	AA
1		*Culture Programme*						
2		Name of the coordinator:	Organisation XYZ					
3		Title of the project:	Project XYZ					
4		Grant requested	80.000,00 €					
5								
6		Overall Project					Split amongst ACTIVITIES	
7–8		Nature of the expenses						
9–10		Content of the budget		*Total (check)*	*Show A*	*Show B*	*Show C*	*seminar*
11					*Activity 1*	*Activity 2*	*Activity 3*	*Activity 4*
12–13			Explanation about the nature of the cost (Destination of travel and subsistence, ...)					
14–15	Row nr	*Please, use the pull-down menu*		161.675,00	27.150,00	26.550,00	28.000,00	34.[illegible]
16	1	1.a - Fees and remuneration of artists	Artists in shows A, B, C	15.500,00	5.200,00	5.200,00	5.100,00	
17	2	1.b - Copyright or royalties	Copyright for use of texts	3.000,00	1.000,00	1.000,00	1.000,00	
18	3	1.d - Remuneration of scientific personnel & technicians	Technicians for build-up and during shows	4.000,00	1.200,00	1.300,00	1.500,00	
19	4	1.e - Travel	Travel to and from shows for entire crew (10 people from A to B,C and D)	14.800,00	4.800,00	4.600,00	5.400,00	
20	5	1.f - Subsistence (accommodation and daily allowances)	Subsistence during shows for entire crew (10 people, 3 days per show)	30.650,00	10.200,00	10.200,00	10.250,00	
21	6	1.g - Insurance	Liability and travel insurance	[illegible]	500,00	500,00	[illegible]	
22	7	1.h - Premises hire	Rent of theatres	8.000,00	2.500,00	2.500,00	3.000,00	
23	8	1.i - Equipment hire	Costs of lighting instruments, etc	2.500,00	750,00	750,00	1.000,00	

Content of the budget | Detailed budget by activity | Total estimated budget | Summary | Annex II

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

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

Content of the budget | Detailed budget by activity | Total estimated budget | Summary | Annex II

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

BX4

	A	B	C	W	X	Y	Z	BV	BW	BX	BY
1		*Culture Programme*									
2		Name of the coordinator:	Organisation XYZ								
3		Title of the project:	Project XYZ								
4		Grant requested	80.000,00 €								
5											
6		Overall Project		Split amongst ACTIVITIES							
7–8		Nature of the expenses									
9–10		Content of the budget		*Total (check)*	*Show A*	*Show B*	*Show C*	*Total (check)*	XYZ	ABC	EFG
11					*Activity 1*	*Activity 2*	*Activity 3*		Costs for the	Costs for Co-org 1	Costs for Co-org 2
12–14			Explanation about the nature of the cost (Destination of travel and subsistence, ...)								
15	Row nr	*Please, use the pull-down menu*		161.675,00	27.150,00	26.550,00	28.000,00	161.675,00	85.575,00	26.600,00	28.900,00
16	1	1.a - Fees and remuneration of artists	Artists in shows A, B, C	15.500,00	5.200,00	5.200,00	5.100,00	15.500,00	5.000,00	5.000,00	5.500,00
17	2	1.b - Copyright or royalties	Copyright for use of texts	3.000,00	1.000,00	1.000,00	1.000,00	3.000,00	1.000,00	1.000,00	1.000,00
18	3	1.d - Remuneration of scientific personnel & technicians	Technicians for build-up and during shows	4.000,00	1.400,00	1.300,00	1.500,00	4.000,00	1.200,00	1.300,00	1.500,00
19	4	1.e - Travel	Travel to and from shows for entire crew (10 peopl from A to B,C and D)	14.800,00	4.800,00	4.600,00	5.400,00	14.800,00	4.800,00	4.600,00	5.400,00
20	5	1.f - Subsistence (accommodation and daily allowances)	Subsistence during shows for entire crew (10 peopl 3 days per show)	30.650,00	10.200,00	10.200,00	10.250,00	30.650,00	10.200,00	10.200,00	10.250,00
21	6	1.g - Insurance	Liability and travel insurance	1.500,00	500,00	500,00	500,00	1.500,00	500,00	500,00	500,00
22	7	1.h - Premises hire	Rent of theatres	8.000,00	2.500,00	2.500,00	3.000,00	8.000,00	2.500,00	2.500,00	3.000,00
23	8	1.i - Equipment hire	Costs of lighting, instruments, etc	2.500,00	750,00	750,00	1.000,00	2.500,00	750,00	750,00	1.000,00

Content of the budget | Detailed budget by activity | Total estimated budget | Summary | Annex II

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

5					Split amongst CHAPTERS									
6	Overall Project					Chapter 1	Chapter 2	Chapter 3	Chapter 4					
7	Nature of the expenses													
8									Subcontracting					
9									Eligible amount				86.500,00	Eligible a
10						Project activities	Communication & Dissemination	Conf / seminars / workshops	Non-eligible amount				15.000,00	Non-eligibl
11									Maximum eligible				100.000,00	Total an
12	Content of the budget		Explanation about the nature of the cost (Destination of travel and subsistence, ...)	108.200,00					Total subcontracting				101.500,00	Category A
13									Related to chapter 1	Related to chapter 2	Related to chapter 3	Related to chapter 5		
14									Project activities	Comm & dissemination	Conf / sem / workshops	Specific technical services requiring specialized skills	Non-eligible subcontracted coordination tasks	project manager, administrator, expert, etc.
15				123.200,00		1.200,00	2.500,00	3.000,00	85.000,00	0,00	0,00	1.500,00	15.000,00	0,00
16	Row nr	Please, use the pull-down menu		0,00	Costs incurred in or in relation to a third country (for each chapter) ---	0,00	0,00	0,00	0,00	0,00	0,00	0,00		0,00
17	1	5.c - Secretaries, etc.	Example: 1 year for the coordinator org	15.000,00										
18	2	1.e - Travel	travel for 4 artists in Roma	1.200,00		1.200,00								
19	3	2.a - Production costs: publications, DVD, CD-ROM, Internet, poster, flyer, invitation, ...	Flyer for the exposition	2.500,00			2.500,00							
20	4	3.a - Premises hire	for the conference in Roma (3 days)	3.000,00				3.000,00						
21	5	3.b - Equipment hire	Light for the conference in Roma	70.000,00					70.000,00					
22	6	1.m - Expenses for the certificate of financial statements	At the end of the project	15.000,00					15.000,00					
23	7	5.a - Project manager, administrator, expert, etc.	Coordination du projet	15.000,00									15.000,00	
24	8	5.b - Assistance functions, etc.	Assistance juridique 3 days	1.500,00								1.500,00		
25	9			0,00										

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

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

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

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

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

age 1

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

5				Split	
6	Overall Project				Part I.B.1
7–8	Nature of the expenses				
9–13	Content of the budget		Explanation about the nature of the cost (Destination of travel and subsistence, ...)	Total estimated eligible budget	Contribution in kind Please do not split the cost between chapters of the budget
14				Total estimated budget	Total amount
15	Row nr	*Please, use the pull-down menu*		161.675,00	1.000,00
38	23	3.l - Other (to specify)	Production of booklet with info on partners and project	1.500,00	
39	24	1.e - Travel	Travel costs for meetings steering committee	2.350,00	
40	25	1.f - Subsistence (accommodation and daily allowances)	Accommodation and allowance for steering committee meetings	3.725,00	
41	26	4.a - Project manager, administrator, expert, etc.	person XYZ for X months at X% of FTE	15.000,00	
42	27	4.b - Assistance functions, etc.	Assistant manager Y for Y months at Y% FTE	6.000,00	
43	28	4.c - Secretaries, etc.	Secretary and administrator AB, for AB months at AB% FTE	3.000,00	
44	29	Contribution in kind	Meeting room offered for free by the city XYZ	1.000,00	1.000,00
45	30			0,00	

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

3. Total estimated budget

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

2. Fill in ALL green cells in the estimated budget

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

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

4. Summary

There is an automatic transfer of all amounts to the 'Summary' sheet of the budget form. Use the amounts in the column 'TOTAL ELIGIBLE EXPENDITURE per chapter' to fill in the budget part of the eForm (C.8).

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

5. COMMUNICATION WITH THE AGENCY

Candidates will find all information relating to Strand 1.2.1, "Cooperation projects" 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. We recommend that you consult it at regular intervals.

All queries relating to the preparation and submission of proposals should be addressed to the 'Culture' contact point of your country (a contact list is available on the website):
http://ec.europa.eu/culture/annexes-culture/doc1232_en.htm

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

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/2011/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 HelpDesk services.
Phone HelpDesk: +32 229 90705
Email HelpDesk: eacea-external-helpdesk@ec.europa.eu
These services are available from 15 July 2011 to 5 October 2011, from Monday to Friday, from 09:30 to 12:30 and from 14:00 to 16:30 (CEST), except on 05/10/2011 on which day the HelpDesk will close at 12:00 midday Brussels time (deadline for submission).

Note that if, in case of submission problems, the 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 European Commission (Award Decision).
Selected applicants will be sent a letter informing them of the decision taken by the European Commission (Award Decision) and the selection of their project. They will subsequently receive a Grant Agreement for signature.
Selected proposals will be subject to a financial analysis, in connection with which the Executive Agency may ask for additional information and, if appropriate, guarantees.

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

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

5. GLOSSARY (KEY WORDS)

NB. Entries are presented in alphabetical order.

Associated partner: A cultural operator from an eligible country or from a *Third Country*, who participates in the implementation of the proposed activities of a project, but not to the extent and level of participation of a co-organiser. Costs incurred by associated partners are not eligible, unless they are directly paid or refunded by the coordinator and/or co-organisers. If associated partners provide goods or services in the framework of the project, they must be considered as subcontractors. The general rules concerning *subcontracting* apply. Associated partners are not required to contribute financially to the project.

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

Bank account: This is the beneficiary's bank account or sub-account, denominated in EUR, through which any payments linked to the action, shall be made. The Executive Agency will create a file with details of this bank account or sub-account based on the *Financial Identification Form* supplied by the coordinator. The bank account or sub-account must allow identification of the payments made by the Agency. It is recommended to open a separate bank account (in euro) for the project.

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

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

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

Certificate on final financial report: For all projects (*strand*s 1.1, 1.2.1 and 1.3.5) the final financial report (annex III and the list of invoices) has to be certified by a registered and independent external auditor. The certificate shall certify that the costs declared by the beneficiary in the financial report are real, accurately recorded and eligible in accordance with the grant agreement.
In case of public organisations, this certification may be produced by a competent and independent public officer.

The certificate shall be attached to the request of final payment made by the *beneficiary*. A template to be used for this certificate is made available in due time in the beneficiaries space of the website.

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

"1. All financial actors and any other person involved in budget implementation, management, audit or control shall be prohibited from taking any action which may bring their own interests into conflict with

those of the EU. Should such a case arise, the person in question must refrain from such actions and refer the matter to the competent authority."

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

Contribution in kind: A contribution in kind is any contribution made by a third party, which is not paid by the beneficiary and the co-beneficiaries. It may be contributions in the form of durable capital goods and equipment, raw materials, unpaid charity work by a private individual or corporate body, or staff seconded from another organisation (other than the coordinator/co-organisers or the *beneficiary* organisation) receiving remuneration from the organisation of origin. Contributions in kind shall not constitute eligible costs.

Cooperation agreement: A cooperation agreement is required for Multi-annual Cooperation projects (*strand* 1.1) and Cooperation Projects with *Third Countries* (*strand* 1.3.5) only (although it is highly recommendable to also make one for Cooperation Projects). These projects must be based on a cooperation agreement, i.e. a common document having a legal form valid in one of the eligible countries and signed by coordinator and co-organisers involved. This document describes precisely the objectives of the project, the activities which will be implemented in order to achieve these objectives and the role of each co-organiser (including the coordinator) in the design and implementation of the project, as well as the amount of their financial contribution.

Coordinator (beneficiary): A cultural operator from an eligible country, who undertakes a coordinating role during the implementation of the project. This role is translated into an overall responsibility for carrying out the activities in accordance with the *Grant Agreement/Grant Decision*, as well as a concrete and essential involvement in the design, implementation and financing of the project. The coordinator acts as the legal co-signatory of the *Grant Agreement*.

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

Co-organiser (co-beneficiary): A cultural operator from an eligible country with a concrete and essential involvement in the design, implementation and financing of the project. The involvement of each co-organiser must be clearly indicated in the application form. Sole delivery of either services or goods with respect to the project, whether on a contractual basis or not, is not considered in-line with the definition of co-organiser.

Direct costs: Eligible direct costs are those costs which can be identified as specific costs directly linked to the implementation of the project or the work programme and which can therefore be booked to it directly.

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

financed. The depreciation rules to be applied are the national tax and accounting rules of the *beneficiary* organisation.

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

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

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

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

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

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

External audit: If the requested grant is more than EUR 500.000, in case of a project grant, the application must be accompanied by an external audit report produced by an approved auditor. This must include certified audited accounts of the last *financial year* available (not older than 18 months). The following are exempted from this obligation: public organisations in line with the definition of this Programme Guide; international organisations under public law; secondary or higher education establishments; beneficiaries with joint and several liability *(in case of Grant Agreements/Grant Decisions involving several beneficiaries).*

Financial capability of the applicant: This is one of the *selection criteria*, which are assessed during the selection process of submitted proposals. Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out and to participate in its funding. In order to facilitate the verification of the *financial capability*, the Financial Capability Form must be submitted. In case the *financial capability* is judged insufficient, the Executive Agency may reject the application, request additional information, require a guarantee or propose a *Grant Agreement/Grant Decision* without pre-financing.

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

Agreement/Grant Decision. This form must be signed by the account holder and certified by the bank (i.e. official stamp of the bank and signature of a representative of the bank).

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

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

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

Indirect costs (administrative/operating costs): They are *eligible costs* which are not identifiable as specific costs directly linked to the implementation of the action (i.e. cannot be booked to it directly), but which can be identified and justified as having been incurred in connection with the action. They may include rent, heating, electricity, gas, communication costs, postage, among other.

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

Mandate: Based on the *Grant Agreement/Grant Decision*, the *Coordinator* has full responsibility for the action vis-à-vis the Executive Agency. Each *Co-organiser* must sign this document by which the signatory grants power of attorney to the *Coordinator* to act in their name and for their account during the implementation of the action. The mandate is provided by the Executive Agency and is annexed to the *Grant Agreement/Grant Decision*.

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

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

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

Public organisation: Any organisation, any part of whose costs are financed from the state budget as of right, either by central, regional or local government. That is, these costs are financed from public

sector funds raised through taxation or fines or fees regulated by law, without going through an application process which might result in their being unsuccessful in obtaining funds. Organisations that depend on state funding for their existence and receive grants year after year, but for which there exists at least the theoretical possibility that they may fail to receive money one year are considered as private organisations.

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

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

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

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

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

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

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

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

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

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

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

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

ELIGIBILITY CRITERIA GRID

Before submitting your application, please make sure that you fulfil the eligibility criteria. This will help minimise the possibility that your application is rejected for reasons of ineligibility.
Should your application be rejected an official letter stating the reasons for rejection will be sent to your organisation in due time permitting you to appeal on time.
In order to be sure your application is eligible please answer the following questions:

Eligibility Check	
1. Submission of the application in the **official application form (e-form)** within the deadline as defined in the Programme Guide	☐ YES ☐ NO ☐ N/A
2. Compliance with the deadline (**Postmark**) for sending in the annexes as defined in the Programme Guide.	☐ YES ☐ NO ☐ N/A
3. The application is filled out in one of the **official EU languages.**	☐ YES ☐ NO ☐ N/A
4. The application is submitted by a public or private organisation with a **legal status** whose main activity lies in the field of culture **and** from **one of the countries** participating in the Culture Programme.	☐ YES ☐ NO ☐ N/A
5. Project involves the **minimum** number of cultural operators requested for the **chosen strand** (based on the document provided and the financial contribution).	☐ YES ☐ NO ☐ N/A
6. Declaration of honour is **signed** by the coordinating organisation.	☐ YES ☐ NO ☐ N/A
7. All mandates are **signed**.	☐ YES ☐ NO ☐ N/A
8. Application contains the **signed cooperation agreement** for **strands 1.1** and **1.3.5**.	☐ YES ☐ NO ☐ N/A
9. Project involves the **minimum** number of **partners in the third country** requested for strand **1.3.5** (based on the documents provided).	☐ YES ☐ NO ☐ N/A
10. Project starts **after** 1st May (strands 1.1 & 1.2.1) / Project starts **after** 1st November (strand 1.3.5).	☐ YES ☐ NO ☐ N/A
11. Duration of the project is max. **24 months** for strand **1.2.1** and strand **1.3.5**; Duration of the project is between **36 months** and **60 months** for strand **1.1**.	☐ YES ☐ NO ☐ N/A
12. Project **is not** finished **before** the official deadline for submission of application.	☐ YES ☐ NO ☐ N/A
13. Project is **not** submitted by cultural operators who, in their capacity as coordinators receive funding for an ongoing Multi-annual Cooperation project.	☐ YES ☐ NO ☐ N/A
14. Grant requested does **not** exceed **200.000 €** for **strands 1.2.1** and **1.3.5**.	☐ YES ☐ NO ☐ N/A
15. Grant requested is **not** less than **50.000 €** for **strands 1.2.1** and **1.3.5**.	☐ YES ☐ NO ☐ N/A
16. Grant requested does **not** exceed **50 %** of the submitted budget.	☐ YES ☐ NO ☐ N/A
17. Grant requested is **not** less than **200.000 €** per year (**36 months** ≥ 600.000€) / (**37-48 months** ≥ 800.000 €) / **49-60 months** ≥ 1.000.000 € **- for strand 1.1**.	☐ YES ☐ NO ☐ N/A
18. Grant requested does **not** exceed **500.000 €** per year (**36 months** ≤ 1.500.000€) / (**37-48 months** ≤ 2.000.000 €) / (**49-60 months** ≤ 2.500.000 €) **- for strand 1.1**.	☐ YES ☐ NO ☐ N/A

CHECKLIST FOR THE ANNEXES Strand 1.2.1

eFORM			
		Documents to be submitted by:	
		Coordinator	Co-organiser(s)
1	**Detailed description of the action**	☐	
2	**Declaration on honour duly completed and signed by the legal representative**	☐	
3	**Estimated budget form (in .xls format)**	☐	

APPLICATION PACKAGE			
		Documents to be provided on paper:	
		Coordinator	Co-organiser(s)
1	**Official cover letter dated and signed by the legal representative**	☐	
2	**One printed copy of the submitted eForm**	☐	
3	**One printed copy of each annex to the eForm** – **Detailed description of the project,** – **Declaration on honour duly completed and signed by the legal representative** – **Estimated budget form duly completed and signed by the legal representative**	☐	
4	**A mandate for each co-organiser conferring power of attorney to the coordinating organisation. The template document can be downloaded from** http://eacea.ec.europa.eu/culture/funding/2011/call_strand_121_2011_en.php	☐	☐
5	**Legal entity form duly completed and signed by the legal representative, to be downloaded from the following website:** http://ec.europa.eu/budget/info_contract/legal_entities_en.htm?submenuheader=0 **and supporting documents attesting to the legal status of the entity**	☐	
6	**Financial identification form duly completed and signed by the legal representative, to be downloaded from the following website:** http://ec.europa.eu/budget/execution/ftiers_en.htm	☐	
7	**Financial capability form to be downloaded from the following website:** http://eacea.ec.europa.eu/culture/funding/2011/call_strand_121_2011_en.php	☐	
8	**Copy of the official accounts:** – **Balance sheets** for the last financial year for which the accounts have been closed – **Profit & Loss accounts**	☐	
		Documents to be provided on CD-Rom:	
9	**An activity report covering the past two years**	☐	☐
10	**Curriculum Vitae of the persons responsible for the implementation of the action**	☐	☐