



'APPLICANT'S GUIDE'

INSTRUCTIONS FOR APPLICANTS
STRAND 1.3.6.
SUPPORT FOR EUROPEAN CULTURAL FESTIVALS

CULTURE PROGRAMME (2007 – 2013)

INTRODUCTION

The following is intended as useful information for applicants. It does not replace or overrule the criteria or any other conditions contained in the Culture Programme Guide.

It should be noted that the Programme Guide and the specific conditions in the Grant Agreement 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 read carefully the Programme guide 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 electronic application form and the annexes, 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.

I. 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.1. Electronic application form ("eForm") (deadline: 16 November 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 applicant;
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 (16 November 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: 16 November 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, activity reports and catalogue of the last festival edition.

A) Documents to be provided on paper:

- 1) An official cover letter signed by the legal representative of the applying organisation.
- 2) One printed copy of the submitted eForm and its 3 attachments:
 - i. detailed description of the project;
 - ii. declaration on honour signed by the legal representative of the coordinator;
 - iii. estimated budget form signed by the legal representative of the applying organisation (3 parts: detailed budget by European non national works, total estimated budget and summary).
- 3) Legal Entity Form (available on our website), signed by the legal representative of the applying organisation and accompanied by the relevant official supporting documents.
- 4) Financial Identification Form, signed by the legal representative of the applying organisation (available on our website).
- 5) Declaration of Honour signed by the legal representative of the applying organisation (available on our website).
- 6) Financial Capacity Form (available on our website)
It provides information on your operational capability to carry out the proposed action and will be evaluated by experts. Failure to provide this information might result in a low score in the relevant award criteria.
- 7) Balance sheets, Profit/Loss accounts
These documents should cover the last financial year for which the accounts have been closed (and cannot be older than 18 months).

B) Documents to be provided on CD-Rom

- 1) Curriculum Vitae of the persons responsible for the general coordination/ implementation of the action. Template document available at the following address:
https://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp?loc=en_GB
- 2) Activity report covering the activities of the past two years.

3) Catalogues covering the programming of the last festival edition

PLEASE NOTE: Your application will be considered complete only if all the above mentioned documents are sent by post before the deadline. A check list is included in the application package.

Failing to send in all documents may result in the rejection of your application on the basis of the eligibility criteria.

Before sending your application package, please ensure that:

- i) the electronic application form is completed and submitted;
- ii) all required Annexes are included;
- iii) the Financial Identification and Legal Entity forms, the declaration on the honour, the budget form and the cover letter are signed by the legal representative of the applying organisation.



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

C) Submission of proposals (deadline: 16 November 2011)

The postmark will be used to check that submission of the application has been done within the specified time limit, i.e. before midnight (or before 4:00pm if delivered in person). The submission of additional documents is not allowed after the deadline specified in the Programme guide. Applicants submitting documents after 16 November will see their application be considered as non eligible.

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/delivered:

Education, Audiovisual & Culture Executive Agency
 Culture Programme (2007–2013)
 Strand 1.3.6. – Support to European Cultural Festivals
 Avenue du Bourget 1
 Bour 04/02
 BE – 1140 Brussels
 Belgium

II. APPLICATION FORM – “eForm”

COVER PAGE

You must complete all fields in this first page before completing any other parts of the eForm.

1. Action

The appropriate action corresponding to your project is already chosen. The application is automatically "adapted" to your project.

2. Project title

Insert as project title, the name of the festival (no longer than 300 characters) and the project acronym, if applicable.

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

Please note that for strand 1.3.6., the applicant must be registered in one of the countries taking part in the Programme Culture 2007-2013.

Should there be any changes in the applying organisation'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-FESTIVALS@ec.europa.eu

A.1 Organisation

Please, note that this part of the application must only be filled by the organisation responsible of the project and submitting the application form.

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.

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 Contact details

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, etc.).

Phone and fax numbers

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

PART B. ORGANISATION AND ACTIVITIES

B.1 Structure

Please choose, as appropriate.

Organisations have to specify if they are public bodies in the context of the Commission's regulations.

A public body is considered as any body, any part of whose costs are financed from the state budget as of right, either by central, regional or local government. That is, these costs are financed from public sector funds raised through taxation or fines or fees regulated by law, without going through an application process which might result in their being unsuccessful in obtaining funds.

Organisations that depend on state funding for their existence and receive grants year after year, but for which there exists at least the theoretical possibility that they may fail to receive money one year are not public bodies but are considered by the Commission as private bodies.

B.2. Aims and activities of the organisation

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

B.3 Other community grants

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

PLEASE NOTE: If you have requested funding for the festival edition (which is the subject of this application) from another Community Programme or from another Strand of the Culture Programme, please make sure you fill in the table, indicating the Programme/Strand concerned and the amount requested. Should your application be selected for funding by another Programme, you should immediately inform our services by e-mail: EACEA-P5-FESTIVALS@ec.europa.eu

PART C. DESCRIPTION OF THE INITIATIVE

C.1 Duration of the project

For Festival projects, the project start date must be between the 1st of May 2012 and the 30th of April 2013. The project can last maximum 12 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 12 months, the end date is the 30th of April 2013 and not the 1st of May 2013

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

C.2. Organisation-Information

ATTENTION: If the applying organisation 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.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 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.5. 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.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.

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".

C.9 Contact of a cultural contact point

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

PART D. TECHNICAL CAPABILITY

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. INFORMATION RELATED TO THE FESTIVAL AND ITS PROGRAMMING

This section of the application form will be used to evaluate your proposals on basis of the eligibility criteria.



Should your application not fulfill these criteria your proposal will be rejected.

E.1 Festival statistics relating to the Programming and the audience

Please note that at least 5 festival editions must have been organized before the festival edition for which an application is submitted.

The festival edition 5 must be the last festival edition having been organized.

Please note that for festival 1 to 4, there is no rule concerning the number of European non national works or the number of European countries represented by the non national works.

For the Festival edition number 5 (the last festival edition having been organized), the statistics provided must be coherent with the official catalogue of the festival which must be provided. European non national works from at least 7 European countries taking part in the Programme Culture must be indicated. Please, note that the European non national characteristic of the work must be based on the nationality of the cultural work's creator. In this framework, a performer is not the creator. Moreover, the host country of the festival cannot be taken into consideration for the counting of the number of European countries represented by the cultural works.

For the festival edition number 6 (festival for which an application is submitted), European non national works from at least 7 European countries taking part in the Programme Culture must be indicated.

E.2. Information concerning European non national works

For the festival edition number 6, you have to specify how the European non national work is or will be mentioned in the Catalogue. If a catalogue is not yet available, please mention the projected European country which will be represented by a cultural works (for reminder, at least 7 European countries must be indicated) and explain the general strategy concerning the Programming for this festival in the part F.3 of the application form. Be coherent, the information must explain how the figures stipulated in the Part E.2 will be achieved.

F. PROJECT IMPLEMENTATION /AWARD CRITERIA

Part 'F' is very important and will be used for the evaluation of your proposal on the basis of the award criteria. It is recommended to carefully read these criteria (Programme Guide chapter VI.6): European

added value, Quality and innovative nature of the programming, Audience impact, Participation of European professionals and quality of the exchanges foreseen between them.

III. 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 VI.), in particular the passages referring to European added value.

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. European added-value and European dimension of the proposed activities, Quality and innovative nature of the programming, Audience impact, Audience impact). 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 applicant. 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. Estimated budget form

It is mandatory to use the "Estimated Budget Form" which is posted on our website. 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**. Before starting completing the budget, please make sure that you have carefully read the relevant definitions in the Glossary (Key Words) at the end of this Guide, as well as the Programme Guide, referring to 'eligible costs' and 'ineligible costs' (chapters III.3.1.1 and VI.7).

Make sure that the budgetary information provided is consistent with the description and programming of the festival as described in the application form.

PLEASE NOTE: The Estimated Budget Form must be balanced, i.e. total expenditure must be equal to total income.

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.

IV. 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 (16 November 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, activity reports and catalogue of the last festival edition.

A) DOCUMENTS TO BE PROVIDED ON PAPER

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

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 applying organization.

3. **Estimated budget form**, signed by the legal representative of the applicant (3 parts: detailed budget by European non national work, total estimated budget and summary);

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

4. Legal entity form and supporting documents

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.

5. Financial identification form

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

6. Financial capability form

The template for the document can be downloaded from the website:

http://eacea.ec.europa.eu/culture/funding/2011/index_en.php

7. Balance sheets, profit/loss accounts

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

8. Activity reports

This document should provide information on the organisations' activities covering the past two (2) years in the relevant domain(s).

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.

9. 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).

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.

10. Catalogue of the last festival edition.

V. BUDGET FORM

V.1 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.

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/inf euro>.

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 European non national work, which only covers the expenditure side of your budget.

3. The total estimated budget, which presents both expenditure and income.
4. The summary which will be filled in automatically on the basis of the estimated budget.. This summary can be used 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:

A. Costs

The expenditure part of the budget is composed of the eligible expenditure (chapters 1 to 6) and the non-eligible expenditure

A.1. Eligible Costs

The eligible costs are divided into six chapters :

1. Costs related to the presentation of European non national works (scenery, costumes, translation, subtitling, etc.)
2. Travel and accommodation costs for professionals and amateurs accompanying a European non national work (artistic, technical and management teams)
3. Fees for artists performing in European non national works
4. Costs relating to the organisation of workshops between European professionals (Max. 15% of the total eligible costs)
5. Costs relating to the development, translation, printing and dissemination of the official catalogue and brochure
6. Communication costs (website, media plan, etc.) (Max. 15% of the total eligible costs)

To be eligible, costs must be

- incurred by the beneficiary
- incurred during the eligibility period of the project (with the exception of costs related to the certificate on final financial statements and final reports)
- foreseen in the estimated budget
- recorded in the accounting system of the beneficiary (so that they are identifiable and verifiable)
- paid at the time of the submission of the final report
- necessary, reasonable and justified.

Note that:

1. **VAT** is an eligible cost only if your organisation cannot recover it. Make sure to correctly indicate whether your organisation 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.
2. 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 subcontract

3. 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, activities taking place in a third country, or non European artist performing in an European non national work) in the adequate sections of the 'Detailed budget by European non national work' (i.e. columns O to T). 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.

4. Rules relating to eligible subcontracting:

- Eligible subcontracting is limited to 50% of the grant requested.
- Any service provided, in return for payment, to the beneficiary organisation, by a natural or legal person (including eventual associate partners in the project) which has separate legal personality from the body receiving the grant, 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:

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

- **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 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 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 applying organization 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.

5. Definition of non-national works

European non national works are works created by authors coming from another country than the one in which the work is being shown. Please, note that works created by artists coming from the host country of the festival cannot be taken into consideration. The main criteria is the nationality of the creator of the cultural's work. Consequently, the nationality of an artist **only performing** in a cultural work cannot be taken into account.

6. Staff costs related to the presentation of non-national works

The costs of artistic, technical and management staff working on non-national works can be accounted for.

- Expenditure in connection with staff working on the festival (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.

A.2. Non-eligible Costs

There are 3 categories of non-eligible costs:

1. Contributions in kind (e.g. valorisation of voluntary work, donations, the use of a room or equipment for free... For more information, please see definition in the Glossary at the end of this document)
2. Subcontracting not covered by the E.U. grant:
 - Costs for the coordination of the action.
 - The amount that exceeds 50% of the E.U. grant.
3. Other non-eligible costs:
 - Costs related to Third Country costs that exceed the 15% limit.
 - Costs related to the organisation of workshops between European professionals that exceeds the 15% limit
 - Costs related to the communication that exceeds the 15% limit

B. Income

The income part of the budget is composed of four parts:

1. The EC grant: it may not exceed 100,000 € and 60% of the total eligible budget.
2. Income generated by the festival (e.g. ticket sales, sale of publications, registration fees, etc.): 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 in own and raised funds: the amount of the financial contribution of the beneficiary organisation under 'self-financing' must be own funds or raised and secured funds specifically for the festival. Proof of the co-funding amounts that are already secured at the date of submission of the application must be sent with the application package.
4. Resources to cover non-eligible costs.

V.2 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):

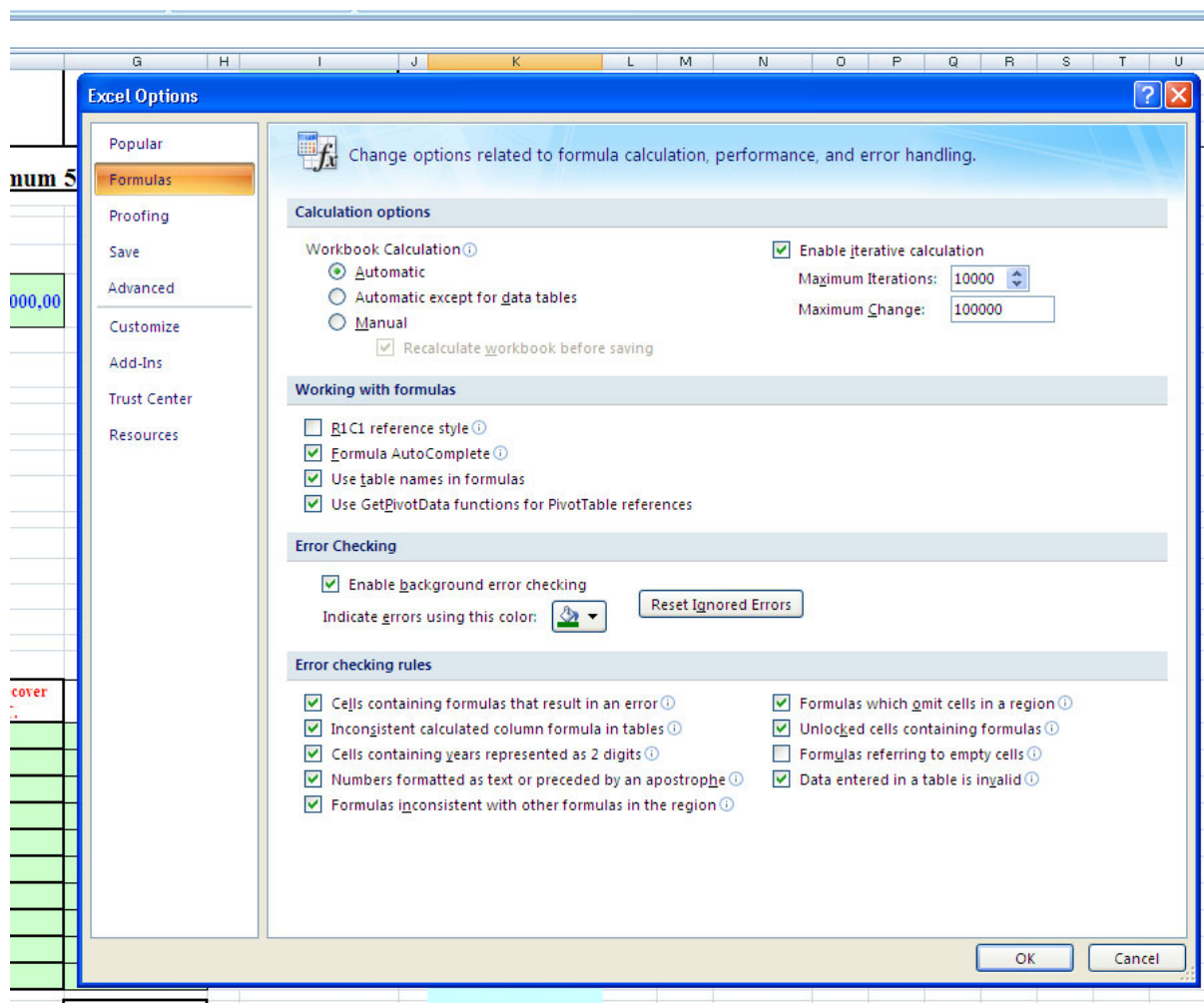
1. The content of the budget which just enumerates the different expense categories that can be selected in column B of the detailed budget by European non national works.
2. The detailed budget by European non national works, which only covers the expenditure side of your budget.
3. The total estimated 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 European non national works 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 European non national works. 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 in the Total Estimated Budget

Start out by completing the E.U. grant requested in cell F143 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 European non national work

1. Go to the section 'Split amongst European non national work' (blue columns), and insert a description or title for each of the work foreseen in the framework of your project, following the exact same order as the one you will use in the eForm in Part E.2 INFORMATION CONCERNING EUROPEAN NON NATIONAL WORKS- FESTIVAL EDITION FOR WHICH A SUPPORT IS ASKED (e.g. if you enumerate 12 European non national works, you also need to have the exact same 12 works in your detailed budget by European non national work).

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.

5. Indicate the costs per European non national work' (blue columns) for the specific nature of the expense that you selected in Column B.

6. 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 6. If the nature of the expense is for example 3.b Equipment hire, the cost should be declared under Chapter 3.

7. If a cost is **subcontracted**, you have to record it under columns K to N.

8. If a cost is a cost incurred in or in relation to a third country, please report it in columns O to T

9. Fill in the amounts of contribution in kind in column U

10. Do not split costs concerning 'contributions in kind' between chapters 1 to 6.

3. Total estimated budget

1. There is an automatic transfer between the 'Detailed budget by European non national work' 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 K141 (this is a calculated amount, based on eligible costs) is exactly the same as the amount requested in cell F143. If it is not the same, you need to change the amount in cell F143 into the amount mentioned in cell K141.

- Fill in the income generated by the project.

- Fill in the self-financing in own and raised funds for the beneficiary applicant. 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 applicant correspond to the amounts of the financial contribution mentioned in part C.8 of the eForm.

- In case you have contributions in kind as non-eligible costs, fill in the exact same amount under cell K174.

4. Verify that the budget is balanced, i.e. cell K131 = cell K177 and cell K178 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).

V. COMMUNICATION WITH THE AGENCY

Applicants will find all information relating to Strand 1.3.6 on the website of the Executive Agency: http://eacea.ec.europa.eu/culture/funding/2010/call_strand_136_2010_en.php

Information on latest developments will be provided on that same website. We recommend that you consult it at regular intervals.

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

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

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 now to 16 November 2011, from Monday to Friday, from 09:30 to 12:30 and from 14:00 to 16:30 (CEST), except on 16/11/2011 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, a list of selected applications will be posted on the Agency's website, following the adoption of a formal decision by the European Commission (Award Decision). Selected applicants will then be sent a letter formally informing them of the decision taken by the European Commission (Award Decision) and the selection of their application. They will subsequently receive a Grant Agreement for signature.

Selected proposals will be the subject of 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 experts' evaluation for each award criteria.

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

VI. GLOSSARY (KEY WORDS)

Note: Entries are presented in alphabetical order.

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

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

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

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

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

"1. All financial actors and any other person involved in budget implementation, management, audit or control shall be prohibited from taking any action which may bring their own interests into conflict with those of the EU. Should such a case arise, the person in question must refrain from such actions and refer the matter to the competent authority. There is a conflict of interests where the impartial and objective exercise of the functions of a financial actor or other person, as referred to in paragraph 1, is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with the beneficiary."

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/coorganisers or the beneficiary organisation) receiving remuneration from the organisation of origin. Contributions in kind shall not constitute eligible costs.

However, the Executive Agency can accept, in duly substantiated exceptional cases, that the cofinancing of the action should be made up in part of contributions in kind. In this case, the value calculated for such contributions must not exceed:

- the costs actually borne and duly supported by accounting documents of the third parties who made these contributions to the beneficiary or co-beneficiaries free of charge but bear the corresponding costs;
- the costs generally accepted by the market in question for the type of contribution concerned when no costs are borne.

Contributions involving buildings shall not be covered by this possibility.

In case of operating grants (strand 2), contributions in kind are not accepted (not even as non-eligible income and non-eligible expenditure).

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.

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 cofinanced. The depreciation rules to be applied are the national tax and accounting rules of the benefiting organisation.

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

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

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

Eligibility criteria: The eligibility criteria are set out for each Programme strand and are verified during the first step of the selection process of submitted proposals. Only proposals which comply with the

corresponding eligibility criteria are subject to an in-depth assessment on the basis of selection and award criteria.

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

Exclusion criteria: These criteria are of general nature and are pertinent to all applicants 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.

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.

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

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

Public organisation: Any organisation, any part of whose costs are financed from the state budget as of right, either by central, regional or local government. That is, these costs are financed from public sector funds raised through taxation or fines or fees regulated by law, without going through an application process which might result in their being unsuccessful in obtaining funds. Organisations that depend on state funding for their existence and receive grants year after year, but for which there exists at least the theoretical possibility that they may fail to receive money one year are considered as private organisations.

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

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

Third Countries: Any country other than the Eligible Countries.