



## **GUIDE FOR APPLICANTS**

# **SUPPORT FOR EUROPEAN COOPERATION PROJECTS 2020**

**Call for Proposals EACEA 32/2019**

**CREATIVE EUROPE (2014-2020)**

**CULTURE SUB-PROGRAMME**

**Disclaimer:**

**The present guide intends to provide useful information for applicants. It does not replace or overrule the official Guidelines.**

## INTRODUCTION

This 'Guide for applicants' provides practical guidance on how to apply to the calls for proposal launched under the Culture Sub-programme of Creative Europe.

Before making an application, please ensure that you have carefully read the specific Guidelines of the funding scheme for which you want to apply. We also recommend reading the **eForm User Guide**: [https://eacea.ec.europa.eu/creative-europe/funding/support-european-cooperation-projects-2020\\_en](https://eacea.ec.europa.eu/creative-europe/funding/support-european-cooperation-projects-2020_en).

Grant applications for the Culture Sub-programme can only be made through the specifically designed **electronic application form ('the eForm')**.

In order to be able to create the eForm, applicants (i.e. project leader and partners) have to register their organisations in the Funding & Tenders Opportunities Portal and receive a **Participant Identification Code (PIC)**. Without this PIC, the eForm cannot be generated.

- The first section of this document deals with how to generate and complete the **eForm and its attachments**.
- The second section provides information on a number of **documents that the applicants must keep at the Agency's disposal** as from the submission of the application.
- The third section provides some guidance on completing the **budget form**.
- In the fourth section some tips on **communication** with the Agency are given.

## SECTION 1. GENERATING AND COMPLETING THE eFORM

### **A. Registration in the Funding & Tenders Opportunities Portal**

Before being able to create a grant application through the eForm, all applicants (i.e. project leader and partners) have to register their organisation in the Funding & Tenders Opportunities Portal. The Portal is the tool through which all legal and financial information related to the organisations will be managed.

Information on how to register in the Funding & Tenders Opportunities Portal can be found at: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>.

If you have additional queries regarding the Portal, please consult the following FAQ: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/faq>.

Registration in the Portal will result in the creation of a **Participant Identification Code (PIC)**. You will need these PICs to generate your eForm.

#### **IMPORTANT REMARKS:**

When registering in the Portal, please be careful that both you and your partners **encode the correct 'Registration Date' in the portal**. This is NOT the date on which the registration in the portal is done, but the **date on which the organisation was legally registered with the national authorities as a legal entity**. The registration date will be taken into account when verifying that the project leader exists legally for at least 2 years on the date of the deadline for submission.

**Branches and other entities whose legal personality is not independent from a mother entity, must apply through their mother entity.**

**You only need to create a PIC once.** If your organisation already created a PIC in order to apply for a previous call for proposals, the same PIC has to be used. HOWEVER, please verify that your company's details are still correct. If the details have changed (e.g. change in address), please update them BEFORE creating the eForm. If you created a PIC before but were not selected for funding, these changes can be made by the person who registered your organisation in the Portal. If you created a PIC before, and it was validated because you were selected for funding, the changes in the Portal must be done by the LEAR (Legal Entity Appointed Representative).

If you have problems accessing the Portal, please contact [EC-SEDIA-SUPPORT@ec.europa.eu](mailto:EC-SEDIA-SUPPORT@ec.europa.eu).

**Make sure to use the contact email of a person who is working in your organisation on permanent basis or use a functional mailbox.**

## **B. Generating the electronic application form (eForm)**

Once all partners who will be involved in the project have their PIC, the eForm can be generated by going to the Participant Partnership Management Tool:

<https://eacea.ec.europa.eu/PPMT/>

### **IMPORTANT REMARKS:**

The application eForm is an interactive **PDF form** that requires an updated version of Adobe Reader software to be installed on your computer (Adobe Reader 9 or higher) and that your software settings and internet connection to allow an application to be completed and submitted. Please read the '**eForm user guide**' for more information on this.

If you are using a version of Adobe Reader or Adobe Acrobat that incorporates **Enhanced Security**, it is very likely that the enhanced security settings will block the submission of your eForm. You need to disable the security setting as mentioned in the 'eForm user guide'.

The **Test your connection** button appears in the footer of every page of the eForm. Click on this button to verify whether your computer settings and internet connection and settings permit a successful connection to EACEA's submission server to be made. This is not to perform the submission itself but merely to test your submission capability. When successful, you will see the message 'The connection test succeeded' appear in the footer of your form. If it fails, you will see the message 'The connection test failed' appear in the footer. In the latter scenario, you should consult the 'Known issues' section of the eForm homepage ([https://eacea.ec.europa.eu/documents/eforms\\_en](https://eacea.ec.europa.eu/documents/eforms_en)) where you will find advice on settings, etc.

Create a new application by clicking on "Create new application for funding" on the left side of the screen.

### **Applications for funding/applications for accreditation: partner management and access to application forms**

#### **IMPORTANT POINTS TO NOTE BEFORE YOU START**

##### **Mandatory steps to be followed by ALL applicants (for funding and for accreditation)**

###### **ECAS authentication**

Access to all of the application options below is validated by ECAS, the European Commission's Authentication Service. Applicants must therefore have an ECAS account. If you do not yet have an ECAS account, click [here](#) to be directed to the ECAS website where you can create one.

###### **Organisation registration (PIC numbers)**

All organisations that seek to be included as a participant in a funding application or wish to apply for an accreditation, must first have registered in EACEA's Participant Portal. The registration system assigns a unique Participant Identification Code (PIC) to each organisation. If an organisation does not have a PIC number, it cannot apply for funding or apply for an accreditation. Click [here](#) to be directed to EACEA's Participant Portal. Access to the portal is validated by ECAS (see above).

##### **Points to be noted and respected by applicants for funding ONLY**

###### **Organisation profile**

Some actions require a minimum number of participating organisations in order for the application to be considered eligible. Likewise, some actions require there to be representation from specific countries for the application to be considered eligible. Please carefully check whether any such rules apply to the funding opportunity you are applying under. If such rules do apply, you must respect those rules when building your list of participating organisations. If you have not respected the rules, you will receive an error message when the application eForm is created and you will have to start the entire process again.

###### **One uninterrupted session**

When you proceed with either of the funding application options below, you will be guided through a series of steps resulting in the creation of a new or updated application eForm. These steps are fully described in the User Guide. Please note that these steps must be completed in one continuous session. It is not possible to interrupt the activity and resume it at a later time. If you close the browser window in which you are working or if you close the browser entirely, you will lose the data you have entered and will have to start again. Please therefore ensure you have all necessary PIC numbers AND have checked the rules for the organisation profile BEFORE YOU PROCEED.

##### **Applications for funding**

[Create new application for funding](#)

##### **Applications for accreditation**

[Create new application for accreditation](#)

## Select the Creative Europe Programme

Executive Agency  
Education, Audiovisual & Culture

Europa > European Commission > EACEA > Home > Funding opportunity

Application for funding: selection of funding opportunity

Previous step

Select Programme name

- Select Programme name
- ERASMUS MUNDUS
- Programme\_For\_Testing
- EU AID VOLUNTEERS
- Erasmus+
- EUROPE FOR CITIZENS
- CREATIVE EUROPE**

You can filter the different calls under the Culture Sub-programme by clicking on the arrows next to Sub-programme name.

Executive Agency  
Education, Audiovisual & Culture

Europa > European Commission > EACEA > Home > Funding opportunity

User Guide

Application for funding: selection of funding opportunity

Previous step

CREATIVE EUROPE

Show 50 entries

2. Click on a row to select your funding opportunity.

Programme Guide / Call for Proposals	Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
CE Culture Cooperation Projects 2014	CREATIVE EUROPE	CULTURE	Cooperation measures	Category 1 Smaller scale projects	01/06/2013	05/03/2014
CE Culture Cooperation Projects 2014	CREATIVE EUROPE	CULTURE	Cooperation measures	Category 2 Larger scale projects	01/06/2013	05/03/2014
CE Media Development 2014	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Animation	01/06/2013	04/02/2014
CE Media Development 2014	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Creative Documentary	01/06/2013	04/02/2014

Double-click on the line of the type of application you want to make. Be careful to choose correctly between either **Category 1 Smaller scale projects** or **Category 2 Larger scale projects**.

Select the language version of the eForm (English, German or French) and click 'Next step'.

Application for funding: selection of funding opportunity

Selected funding opportunity and eForm language version

Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
3 Select the eForm language version	CULTURE	Cooperation measures	Category 1 Smaller scale projects	01/06/2013	05/03/2014

Please select a language

Please select a language

EN  
FR  
DE

CREATIVE EUROPE Search

Show 50 entries

Filter search results:

Programme Guide / Call for Proposals	Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
CE Culture Cooperation Projects 2014	CREATIVE EUROPE	CULTURE	Cooperation measures	Category 1 Smaller scale projects	01/06/2013	05/03/2014
CE Culture Cooperation Projects 2014	CREATIVE EUROPE	CULTURE	Cooperation measures	Category 2 Larger scale projects	01/06/2013	05/03/2014
EACEA/XX/XXX	CREATIVE EUROPE	CULTURE	Networks	NA	01/10/2013	02/04/2014
EACEA/XX/XXX	CREATIVE EUROPE	CULTURE	Platforms	NA	01/10/2013	02/04/2014

You must then enter the PIC codes of the partners in the project and identify which organisation will act as applicant organisation (i.e. lead partner). Click on 'Next step' when you have entered the PIC codes of all partners and click on 'Create application eForm'. Your eForm will be generated. Make sure to save it on your computer.

### IMPORTANT REMARKS:

Please note that the eForm must be validated and submitted **before the deadline**. Applications which could not be submitted in time, or are made in any other way than by submitting the eForm online will be automatically rejected. **No exceptions will be made.**

Make sure that you have submitted your eForm online, that you have received a submission number and that you have received an e-mail acknowledging receipt of your application. For more information please read the 'eForm User Guide'.

In case of a **technical problem** (e.g. you are not able to create the eForm, the eForm crashes or freezes, you encounter problems during submission, etc.), first consult the '**Known issues**' section of the following website: [http://eacea.ec.europa.eu/documents/eforms\\_en](http://eacea.ec.europa.eu/documents/eforms_en). If you cannot find an answer there, **contact the EACEA Technical HelpDesk ([eacea-helpdesk@ec.europa.eu](mailto:eacea-helpdesk@ec.europa.eu) or +32 229 90705) in any case before the deadline for submission.**

In the approach of the deadline, please ensure that you request assistance **before the deadline** has passed.

**On the day of the deadline**, the HelpDesk can also be joined by phone (+32 229 90705), though it is not recommended because the lines may be busy. In any case after a call, it is necessary to send an e-mail afterwards (but still before the deadline), referring to the phone conversation you had.

The HelpDesk is available from **Monday to Thursday from 08.30 to 17.30, and on Friday from 08.30 to 17.00 (Brussels time)**. If the EACEA Technical HelpDesk is contacted **after 17:00 Brussels time** on the day of the deadline, your application will under no circumstances be accepted due to the **principle of equal treatment of all applicants**.

When contacting the EACEA Technical HelpDesk by e-mail, clearly describe the technical problem. **Please attach to your e-mail a document with print screens to illustrate the problem and join your eForm (including the attachments).**

Should you encounter problems of a **non-technical nature** (e.g. problems with filling in the budget form, questions concerning the content of the eForm or the rules applicable to the scheme, etc.), please contact, in due time, the **Creative Europe Desk** ([http://ec.europa.eu/culture/tools/creative-desks\\_en.htm](http://ec.europa.eu/culture/tools/creative-desks_en.htm)) of your country. If they cannot help, or are unavailable, you can write an e-mail to [EACEA-CREATIVE-EUROPE-COOPERATIONPROJECTS@ec.europa.eu](mailto:EACEA-CREATIVE-EUROPE-COOPERATIONPROJECTS@ec.europa.eu).

**Please note that in compliance with the principle of equal treatment of all applicants, neither Commission services nor EACEA staff are authorised to answer questions aimed at helping to develop your application.**

## **C. Completing the eForm**

### **Cover page – Language to be used when applying**

Note that the eForm must be completed in one of the official languages of the Union. **Do not use multiple languages** in your eForm or attachments.

As the project leader is submitting the application on behalf of the partnership, the partners should be fully aware of the contents of the application.

### **Part A. Identification of the applicant and if applicable other organisation(s) participating in the project**

This part of the eForm must be completed for all organisations participating in the project (project leader and partners). Please note that you need to respect the minimum number of participating organisations as stipulated in the Guidelines ('eligibility criteria' section 6).

Parts of this section will be pre-filled with information coming from the Portal. The rest must be completed manually.

#### **IMPORTANT REMARKS:**

**For partners, the legal representative (and not the contact person) should be identified in the eForm** (in part A.2 of the eForm).

**Note that the legal representative (both for the project leader and the partners) mentioned in the eForm must be the same person as the one signing the documents** (as the mandate letters) that must be submitted together with the eForm.

The eForm has been configured to accept organisations from all countries potentially eligible to apply for the Culture Sub-programme. **As applicant, it is your responsibility to verify which countries are indeed eligible for participation** by consulting [http://eacea.ec.europa.eu/creative-europe/library/eligibility-organisations-non-eu-countries\\_en](http://eacea.ec.europa.eu/creative-europe/library/eligibility-organisations-non-eu-countries_en).

Should you wish to **remove or add organisations participating in the project after you have generated your eForm**, you will have to upload the eForm in the Participant Partnership Management Tool (<https://eacea.ec.europa.eu/PPMT/>) and revise the list of partners. All other information already encoded in the eForm will remain untouched. Please consult the 'eForm User Guide' ([https://eacea.ec.europa.eu/creative-europe/funding/support-european-cooperation-projects-2020\\_en](https://eacea.ec.europa.eu/creative-europe/funding/support-european-cooperation-projects-2020_en)) for detailed instructions.

**IMPORTANT POINTS TO NOTE BEFORE YOU START**

**Mandatory steps to be followed by ALL applicants (for funding and for accreditation)**

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Click on 'Browse' and select the eForm that you were working on. Click on 'Upload' and on 'Next step' when you see the list of organisations originally involved in the application. You can now either remove certain organisations, or add new ones by entering their PIC. Finally you have to re-generate your eForm.

**IMPORTANT REMARKS:**

Should the project leader's **contact details change** at any moment during the selection procedure, you have to communicate these changes immediately by sending an e-mail to: [EACEA-CREATIVE-EUROPE-COOPERATIONPROJECTS@ec.europa.eu](mailto:EACEA-CREATIVE-EUROPE-COOPERATIONPROJECTS@ec.europa.eu). Clearly mention your submission number in the header of the message.

If the **organisation data** (of project leader or partner) encoded in the Portal **change**, corrections will have to be made in the Funding & Tenders Opportunities Portal: <https://eacea.ec.europa.eu/PPMT/>

**Part B. Organisation and activities**

This part of the eForm must be completed by all organisations participating in the project (project leader and partners).

Parts of this section will be pre-filled with information coming from the Participant Portal. The rest must be completed manually.

**Part B.3 Other EU grants**

3.1 Please only provide information on EU funding received in the last three years. Indicate the EU Programme, the grant agreement number (contract reference number), the organisation which was awarded the grant and the title of the project.



3.2 Should you have requested funding from another EU Programme for the **same project** as the one for which you are filling in the current application form, fill in these fields by indicating the Programme concerned and the amount requested. In case your application is selected for funding by the other Programme, you should inform our services by e-mail immediately:

[EACEA-CREATIVE-EUROPE-COOPERATIONPROJECTS@ec.europa.eu](mailto:EACEA-CREATIVE-EUROPE-COOPERATIONPROJECTS@ec.europa.eu).

## Part C. Description of the project

### Part C.1 Calendar of the project

The project start date should lie for both categories of project: between **1 September and 15 December 2020 (max duration 48 months)**.

#### Part C. Description of the project

##### C.1 Calendar of the project

*Please indicate the project start and project end dates*

Start date \* : \_\_\_\_\_ End date \* : \_\_\_\_\_ Duration (months) :

Project duration minimum is 0 month(s) and maximum is 48 months

*Should your project begin before the signature of the contract as mentioned in the Guidelines (Section 3 - Timetable), please provide a justification. (Max. 200 characters) :*



A justification (Max. 200 characters) is necessary if the project is due begin before the signature of the contract as mentioned in the Guidelines (Section 3 - Timetable), and if the project is due to begin at the date stated in your application without possibility to postpone it, should the grant agreement not be signed before the start of your project (see part 11.b 'non-retroactivity principle' of the 'Guidelines').

We recommend you to always write a short justification should the grant agreement not be signed priori to the signature of the grant agreement by the last party.

#### Part C.2.1 Scale of the organisations involved

In the column '**Latest annual turnover in EURO**', please encode the latest figures in EURO of the annual turnover of each organisation involved in the project.

In the column '**Organisation size based on annual turnover**' and '**Current number of employees**', please choose the appropriate figure of the drop down menu for each organisation involved in the project.

In the column '**Summary of your organisation's core missions as per statutes**' describe briefly (maximum 300 characters with spaces) how your organisation can be qualified as being active in the cultural and creative sector. You can give more details in part D1 of the eForm. The information contained in this column will be used to assess the eligibility criteria.

### **Part C.2.2 Organisation - dependencies**

If there is a dependency between the project leader and the partners involved in the application, please explain the nature of such dependency.

Two organisations (legal entities) have a dependency where there is a controlling relationship between them. This is the case when a legal entity directly or indirectly controls the other or a legal entity is under the same direct or indirect control as the other.

Legal entity A controls legal entity B when:

- 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.

### **Part C.3 Relevance to the Programme priorities**

Please choose as appropriate. You may select up to three priorities (out of five). If more than one priority is ticked, you will have to provide a ranking by order of relevance. Please tick only the priority/ties which are really addressed by the project (as these will be the basis of the assessment of the award criteria).

### **Part C.4 Fields**

Please choose at least one sub-field. Note that if more than one sub-field is ticked, the project will be considered as being **interdisciplinary** and you will need to define an order of priority (up to 3).

### **Part C.5 Countries participating in the Culture Sub-programme that will host and/or benefit from the activities**

Please select as appropriate. Make sure that your choices are coherent with the 'Detailed description of the project'. Remember to fill in as well the n° of planned activities in each country.

### **Part C.6 Summary of the project**

Select the language in which you will write the project summary. Should you select another language than English, you will also be required to provide a project summary in English.

Note that this summary in English may be used for dissemination purposes. Hence, it should provide the reader with a clear understanding of the objectives and content of the project, its relevance to the priorities of the call, its activities and partners involved. Outline briefly the motivation behind your project, clearly identifying the specific needs or problems/challenges which it intends to tackle.

## Part C.7 Summary of the project's budget

First complete the budget form (see Section 3 for instructions). Copy the total amounts of the different budget chapters from the budget form into the eForm part C7. Please note that in the 'Budget' of the eForm, decimals are not allowed.

**In case of a discrepancy between the summary of the project's budget in the eForm and the estimated budget attached to the eForm, the figures that will be taken into consideration for its evaluation will be those provided in the Excel budget form attached to the eForm.**

The distribution of the EU grant between the project leader and the partners must be provided in the eForm as well. Make sure that the figures correspond to the information in the 'Budget form'.

## Part C.8 Contact with a "Creative Europe Desk" before submitting this application

This part of the eForm will inform us about your contact with a Creative Europe desk, the purpose of the contact and the satisfaction degree of the service provided or problems and issues encountered.

## Part D. Overview of the partnership

### Part D.1 Composition of the partnership

This part of the eForm must be filled in for all the partners participating in the project.

Each partner should provide the following information:

- Unofficial translation in English, French or German of the **official aims and objectives of the organisation as per the statutes/articles of association of the organisation**. Copies of the statutes/articles of association may be requested to verify whether the correct information was provided.
- An explanation on how the organisation can be qualified as being active in the cultural and creative sector (as per Art. 2 of the Regulation N° 1295/2013 establishing the Creative Europe programme – the legal basis can be found here: <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex%3A32013R1295>). For the sake of clarity and in the context of this call, operators should be able to demonstrate (through their statutes/articles of association, activity reports) that their core/main activity is focused on the cultural and creative sectors.
- Overview of the (main) **activities in the cultural and creative sector** of the last 2 years (dates, title, short description, link to activity-specific website). Give a concise description of each partner's activities permitting to evaluate their operational capacity in relation to the project for which you are applying.
- Each partner involved in the project should also indicate the amount in self-financing it will contribute to the project. **This amount should correspond to the amount mentioned in the budget form.**

### Part D.2 Cooperation agreement

Please copy the text of the cooperation agreement in the appropriate field. The signed version of the cooperation agreement must be available – upon request of the Agency – immediately. It must hence be signed and kept at the Agency's disposal as from the submission of the application.

**The cooperation agreement should clearly describe the tasks and roles to be carried out by each partner, as well their financial contribution.** There is **no template** provided for this document as the modalities governing the cooperation are to be decided by the project partners, but to give an idea, the cooperation agreement could contain the following information:

- a clear description of the objectives of the project,
- a clear description of the activities which will be implemented in order to achieve these objectives,
- a clear description of the role and obligations of the project leader and each partner in the design and implementation of the project, including the tasks assigned to each partner,
- a clear description of the budgetary and financial framework including the amounts of financial contributions, and pre-financing amounts,
- legal aspects such as duration of the agreement, liability, breach of contract, termination of agreement, governing law and dispute resolution.

The cooperation agreement must be coherent with the 'Detailed description of the project'.

**It is advisable for the duration of the cooperation agreement to include as well the period needed to report to the Agency.** As the final report of the project must be submitted within 2 months after the end of the eligibility period, we suggest to extend the duration of the cooperation agreement with about 6 months after the end date of the project.

**It is recommended to sign a multilateral cooperation agreement** (between the project leader and all the partners together) rather than multiple bilateral agreements (between the project leader and each of the partners separately).

### Part D.3 Associated partners

If other organisations, besides the project leader and the partners, contribute to the project (such as associated partners), detail their role in this section of the eForm. Note that these organisations will not be able to incur eligible costs in the framework of the project.

#### **IMPORTANT REMARK:**

**Note that the information contained in section D of the eForm will be used to assess the eligibility criteria of the project** (such as: are the required minimum n° of organisations active in the cultural and creative sector?) and the operational capacity (selection criteria) of the applicants.

Its correctness is hence of crucial importance.

### Part E. Award criteria

*NOT APPLICABLE in this eform - see the "Detailed description of the project" template*

This section is not no longer part of the eForm, therefore '*not applicable*' is mentioned in the eForm part E. You need to fill in the mandatory template 'Detailed description of the project'.

### Part F. Work programme (Work Packages)

*NOT APPLICABLE in this eform - see the "Detailed description of the project" template*

The work programme is not no longer part of the eForm, therefore '*not applicable*' is mentioned in the eForm part F. You need to list the Work Packages and the activities the partnership intends to carry out for the entire duration of the project in the document 'Detailed description of the project'.

### Part G. Statistics

Please provide statistical information corresponding to your project. Be as accurate as possible.

For the sake of clarity, under point G.1.3 'Expected results', please encode the number of individual persons benefitting from the mobility or learning experiences (if any) in the appropriate column.

#### 3. Expected results

How many of the above activities will result in	Number of experiences
Learning experiences with a view to increasing the skills and employability of the participants	
Mobility experiences	

## ATTACHMENTS TO THE EFORM

### IMPORTANT REMARK:

There is a limit to the **total combined** size of the whole application (including the attachments and the eForm). This is 10MB. If you receive a message advising you that the total size of the documents exceeds the maximum allowed, please reduce the size.

### 1. DETAILED DESCRIPTION OF THE PROJECT

Please use the mandatory template called 'Detailed description of the project'. The template can be found in the Annexes section of the following webpage: [https://eacea.ec.europa.eu/creative-europe/funding/support-european-cooperation-projects-2020\\_en](https://eacea.ec.europa.eu/creative-europe/funding/support-european-cooperation-projects-2020_en)).

#### Part A. Project's background and award criteria:

Please answer to the different questions in the appropriated boxes and fill in the tables included in the template.

### IMPORTANT REMARK:

**Note this information will be used to evaluate your application on the basis of the award criteria.**

In order not to make it too heavy, we recommend **limiting the use of pictures** in it as much as possible. The 'Detailed description of the project' has to be submitted in PDF format.

**Please do not add any additional annex to the document.**

Please ensure not to exceed the character limit mentioned in the different boxes (the maximum character limits includes spaces).

#### Part B. Biography of the persons responsible for the coordination of the project:

Fill in the table with information (including the biography or summary of the relevant professional experience) of all people primarily responsible for managing and implementing the project within each partner institution (lead partner and partners).

### IMPORTANT REMARK:

**Note this information will be used to assess the operational capacity (selection criteria) of the applicants. Its correctness is hence crucial.**

## **2. DECLARATIONS ON HONOUR AND MANDATE LETTERS**

This attachment must be a **combined scan** of the completed and signed declaration on honour and mandate letters.

- Declaration on honour (only to be provided for by the project leader)

Several fields need to be filled in. Please ensure to have mentioned the **amount of the total EU grant requested**. The document must be signed by the legal representative of the project leader.

- Mandate letters (one per partner involved in the project)

The documents must be signed by the legal representative (as defined in part A.2 of the eForm) of each partner involved in the project. By signing the mandate letter, each partner mandates the project leader to act in their name and for their account during the implementation of the action.

The template can be found in the Annexes section of the following webpage: [https://eacea.ec.europa.eu/creative-europe/funding/support-european-cooperation-projects-2020\\_en](https://eacea.ec.europa.eu/creative-europe/funding/support-european-cooperation-projects-2020_en).

**Carefully check that your scan includes (in one document) ALL parts of the declaration on honour and ALL the mandates.**

## **3. BUDGET FORM**

The template can be found in the Annexes section of the following webpage: [https://eacea.ec.europa.eu/creative-europe/funding/support-european-cooperation-projects-2020\\_en](https://eacea.ec.europa.eu/creative-europe/funding/support-european-cooperation-projects-2020_en).

Complete the budget form and attach it directly to the eForm (in xls, xlsx, ods). Please ensure to use Microsoft Excel 2010.

In case of problems, you might need to install Libre office on your computer.

Please consult Section 3 of this guide for instructions on how to fill in the budget form.

## **D. Submitting the eForm**

**Deadline: 27 November 2019, 17.00 Brussels time**

Once your eForm is complete and all mandatory documents have been attached, you must submit it. You will receive an e-mail from the Agency, acknowledging receipt of your electronic application.

### **IMPORTANT REMARKS:**

Please note that the eForm must be validated and submitted **before the deadline**. Applications which could not be submitted in time, or are made in any other way than by submitting the eForm online will be automatically rejected. **No exceptions will be made.**

Make sure that you have submitted your eForm online, that you have received a submission number and that you have received an e-mail acknowledging receipt of your application. For more information please read the 'eForm User Guide'.

In case of a **technical problem** (e.g. you are not able to create the eForm, the eForm crashes or freezes, you encounter problems during submission, etc.), first consult the '**Known issues**' section of the following website: [http://eacea.ec.europa.eu/documents/eforms\\_en](http://eacea.ec.europa.eu/documents/eforms_en). If you cannot find an answer there, **contact the EACEA Technical HelpDesk ([eacea-helpdesk@ec.europa.eu](mailto:eacea-helpdesk@ec.europa.eu) or +32 229 90705) in any case before the deadline for submission.**

In the approach of the deadline, please ensure that you request assistance **before the deadline** has passed. If the EACEA Technical HelpDesk is contacted **after 17.00 Brussels time** on the day of the deadline, your application will under no circumstances be accepted due to the **principle of equal treatment of all applicants**.

When contacting the EACEA Technical HelpDesk by e-mail, clearly describe the technical problem. **Please attach to your e-mail a document with print screens to illustrate the problem and join your eForm (including the attachments).**

Should you encounter problems of a **non-technical nature** (e.g. problems with filling in the budget form, questions concerning the content of the eForm or the rules applicable to the scheme, etc.), please contact, in due time, the **Creative Europe Desk** ([http://ec.europa.eu/culture/tools/creative-desks\\_en.htm](http://ec.europa.eu/culture/tools/creative-desks_en.htm)) of your country. If they cannot help, or are unavailable, you can write an e-mail to [EACEA-CREATIVE-EUROPE-COOPERATIONPROJECTS@ec.europa.eu](mailto:EACEA-CREATIVE-EUROPE-COOPERATIONPROJECTS@ec.europa.eu).

**Please note that in compliance with the principle of equal treatment of all applicants, neither Commission services nor EACEA staff are authorised to answer questions aimed at helping to develop your application.**



## SECTION 2. OTHER DOCUMENTS

### Documents which the project leader must be able to make available immediately upon request of the Agency

The Agency might request the project leader to provide any of the following documents **during the selection process** (these documents must NOT be provided at the submission stage). It is the project leader's responsibility to ensure that these documents are ready when submitting the online application, so that they can be made available immediately upon request. **Failure to provide some of these documents immediately upon request may result in the ineligibility of the application.**

1. To prove the legal existence of the project leader and each of the partners, and their activity in the cultural and creative sectors:

-private entity: extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required), statutes;

-public entity: copy of the resolution or decision establishing the public company, or other official document establishing the public-law entity.

An unofficial translation in English, French or German of the part of the statutes/articles of incorporation dealing with the aims and objectives of the organisation must be provided in the eForm (part D).

2. The signed version of the **cooperation agreement**, signed by the legal representative of each partner and the legal representative of the project leader.

The text of the cooperation agreement must be provided in the eForm (part D.2).

3. Copies of **activity reports** of the project leader and the minimum required eligible partners of the last two years. These activity reports must allow the Agency to verify that the organisations are indeed active in the cultural and creative sector (only if the grant requested is above EUR 60,000).

## **Documents that will be requested only to selected applicants**

**In case the application is successful** and selected for funding, the Agency will request the project leader to upload in the Funding & tender opportunities portal a number of documents at very short notice (<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support>). .

1. The legal entity form and the required annexes (all partners). You can download the legal entity form here: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)
2. The **financial identification form**, signed by the legal representative of the project leader. If the financial identification form is not stamped by the bank, you also need to provide a copy of a recent bank statement. This form can be downloaded from here: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial\\_id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm).
3. The **financial statements** (including balance sheet and profit and loss accounts) of the project leader for the last two financial years for which the accounts have been closed (only if the grant requested is above EUR 60,000) (not required for public bodies).

Applicants who have closed only one financial year at the date of submission are authorised to provide financial statements for this year only.

4. An **external audit report** produced by an approved external auditor, certifying the accounts of the project leader or any partner when applicable, of the last 2 available financial years (only if the grant requested is above EUR 750,000) (not required for public bodies).

## SECTION 3. BUDGET FORM

### A. General remarks

The mandatory template can be found at: [https://eacea.ec.europa.eu/creative-europe/funding/support-european-cooperation-projects-2020\\_en](https://eacea.ec.europa.eu/creative-europe/funding/support-european-cooperation-projects-2020_en).

The completed document (in xls, xlsx, ods) must be attached directly to the eForm.

**Please take sufficient time to fill in your budget.** Make sure that it is **coherent** with the information you provide in the eForm and in any other documents ('Detailed description of the project', cooperation agreement, etc.) which are part of the application.

All amounts must be given in EUR. Applications from countries outside the euro zone must use the **EUR exchange rate** published on the Infor-euro website available at [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/index\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm) on the month of the publication of the call for proposals.

#### IMPORTANT REMARKS:

Before completing the budget, please make sure that you have **carefully read the Guidelines** related to the funding scheme for which you are applying. **Section 11 'Financial provisions' of the Guidelines** and the **worksheet "READ ME" of the budget form** as they both contain important information for completing the budget, such as what constitutes eligible expenditure.

The budget was made using **Microsoft Excel 2010**. It is recommended to use the same version to complete the budget form.

### B. How to fill in the budget form

#### 'Overview' worksheet

Start by filling the project title in the worksheet "Consolidated Summary Budget".

Action	Support for European Cooperation projects 2020'
Project Title	

  

Budget Items	BUDGET	
1. Costs directly linked to the implementation of the activities (1.1 + 1.2)	0,00	
2. Communication, promotion and dissemination costs and costs of exploitation of results	0,00	
3. Travel and subsistence costs	0,00	
4. Personnel costs (4.1 + 4.2 + 4.3)	0,00	
<b>Total Direct Costs (a)</b>	<b>0,00</b>	
Indirect costs (b) ( up to 7% of the direct costs (a) )	0,00	Max. 7% = 0,00

Then insert the name of each partner and its country (please follow the same order as in the eForm) in the worksheet “Expenditure per partner”. Once all the cells filled in, the total costs per beneficiary will be automatically calculated.

ESTIMATED EXPENDITURE											
All figures in Euro											
Project Identification Number:											
Please fill only the yellow cells											
BENEFICIARIES	NAME ORGANISATION	COUNTRY <small>Please use dropdown menu on this column</small>	Direct costs							Indirect costs <small>5 Indirect costs</small>	Total costs per Beneficiary
			1. Costs directly linked to the implementation of the activities		2 Communication, promotion and dissemination costs and costs of exploitation of results	3 Travel and subsistence costs	4. Personnel costs				
			1.1 Financial support to third parties = prizes and/or bursaries	1.2 Other costs			4.1 Salaries	4.2 External professional services	4.3 Fees, remuneration of artists, scientific personnel and technicians		
P1	Applicant										0,00
P2	Full partner										0,00
P3	Full partner										0,00
P4	Full partner										0,00
P5	Full partner										0,00
P6	Full partner										0,00
P7	Full partner										0,00

## Rules for all worksheets

The expenditure encoded in the different worksheets will be transferred automatically to the worksheet “Consolidated Summary Budget”.

The amount (in EUR) should include VAT if the partner is NOT able to recover it. Whereas, if the partner is able to recover VAT, the net amount should be mentioned.

### 1. Costs linked to activities

Please do not mention in this budget chapter personnel/staff costs as these need to be mentioned in the chapter 'Personnel costs'.

As mentioned in the Guidelines (part 11.f), a **financial support to third parties** may be envisaged in the application (eForm and annexes). Financial support to third parties cannot exceed 60,000 EUR and is limited to 'prizes' or 'bursaries'.

### 2. Communication costs

Please do not mention in this budget chapter personnel/staff costs linked to 'communication costs', as these need to be mentioned in the chapter 'personnel costs'.

### 3. 'Personnel costs' worksheet

Fill in as appropriate all costs related to personnel. You can choose from these categories of personnel costs:

- Salaries (of staff working on the management of the project for example)
- External professional services (as for example webmaster costs),

- Fees, remuneration of artists, scientific personnel and technicians (artists' fees for example)

#### 4. 'Indirect costs worksheet'

Fill in as appropriate. The total of indirect costs cannot exceed 7% of the total direct costs of each partner (i.e. chapters 1 to 4).

Example of indirect costs are: premises and related expenses (e.g. office rent, insurance, electricity, water, cleaning ...) and office expenses and consumables (e.g. telephone / fax / internet, postage and mailing, photocopies ...) of the partners of the project.

Insert the costs of each work package in the worksheet "Expenditure per WPs" and select "YES" in case of some tasks /service will be subcontracted, and then insert the approximative amount of the subcontracted tasks/services. **Please ensure that the amount of the total per category of expense and the total costs per WP do not exceed the total direct costs per category of the worksheet "Expenditure per partner"**

ESTIMATED EXPENDITURE and REVENUE											
All figures in Euro											
Project Identification Number:											
Please fill only the yellow cells											
Workprogramme	Total costs								Total costs per wp	Sub-contracted?	
	1. Costs directly linked to the implementation of the activities		2 Communication, promotion and dissemination costs and costs of exploitation of results	3 Travel and subsistence costs	4. Personnel costs			5 Indirect costs		Yes or No	Approximative amount of the sub-contracting costs (already included in the total costs per wp)
	1.1 Financial support to third parties = prizes and/or bursaries	1.2 Other costs			4.1 Salaries	4.2 External professional services	4.3 Fees, remuneration of artists, scientific personnel and technicians				
wp1									0,00		0,00
wp2									0,00		0,00
wp3									0,00		0,00
wp4									0,00		0,00
wp5									0,00		0,00
wp6									0,00		0,00
wp7									0,00		0,00
wp8									0,00		0,00
wp9									0,00		0,00
wp10									0,00		0,00
wp11									0,00		0,00
wp12									0,00		0,00
<b>Total Direct costs per category</b>	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00		0,00
	0,00				0,00						

Once all the expenditures are encoded, you will need to fill the amount of **third country<sup>1</sup> costs** estimated out of the total estimated budget in the worksheet “Consolidated Summary Budget” the amount of **third country costs** estimated out of the total estimated budget. The amount of third country costs is limited to 30% of the total costs. In the frame of this call ‘third country costs’ are costs related to natural persons who are citizens of a third country (except residents in Europe and paying their taxes in Europe), organisations based in a third country and activities taking place in a third country

Creative Europe: Culture	
CALL FOR PROPOSALS EACEA 32/2019 - 'Support for European Cooperation Projects 2020'	
Please fill only the yellow cells	
Action	Support for European Cooperation projects 2020'
Project Title	
Budget Items	BUDGET
1. Costs directly linked to the implementation of the activities (1.1 + 1.2)	0,00
2. Communication, promotion and dissemination costs and costs of exploitation of results	0,00
3. Travel and subsistence costs	0,00
4. Personnel costs (4.1 + 4.2 + 4.3)	0,00
<b>Total Direct Costs (a)</b>	<b>0,00</b>
<b>Indirect costs (b)</b> <b>( up to 7% of the direct costs (a) )</b>	0,00      Max. 7% =      0,00
<b>TOTAL COSTS (a+b)</b>	<b>0,00</b>
Third country costs included in the total costs (up to 30% of the total costs)	0,00      Max. 30% =      0,00
Subcontracting costs included in the total costs	0,00

<sup>1</sup> ‘Third country’ is to be understood as a country not participating in the Creative Europe Sub-Programme Culture

Finally, you will need to fill the yellow cells of the Revenues in the worksheet “Consolidated Summary Budget”

**IMPORTANT REMARK:**

Please make sure that your budget is balanced (i.e. expenditure = income).

		REVENUES (= Total Costs)	% Revenues / Total Costs
R e v e n u e	<b>EU GRANT REQUESTED (a)</b>	P1	0,00
		P2	0,00
		P3	0,00
		P4	0,00
		P5	0,00
		P6	0,00
		P7	0,00
		P8	0,00
		P9	0,00
		P10	0,00
		P11	0,00
		P12	0,00
		P13	0,00
		P14	0,00
		P15	0,00
		P16	0,00
		P17	0,00
		P18	0,00
		P19	0,00
		P20	0,00
		<b>TOTAL</b>	<b>0,00</b>
		0,00	= As per Guidelines max 50% for Cat 2
		0,00	= As per Guidelines max 60% for Cat 1
	<b>Self-financing in own and raised funds (b)</b>	<b>0,00</b>	<b>0,00%</b>
	<b>Contributions from private sources (c)</b>	<b>0,00</b>	<b>0,00%</b>
	<b>Contributions from public sources (d)</b>	<b>0,00</b>	<b>0,00%</b>
	<b>Income generated by the project (e)</b>	<b>0,00</b>	<b>0,00%</b>
	<b>Self-financing in own and raised funds + Other Sources of funding (b+c+d+e) = f</b>	<b>0,00</b>	<b>0,00%</b>
	<b>TOTAL REVENUE (a+f)</b>	<b>0,00</b>	<b>0,00%</b>

Please provide information on the distribution of the EU grant, contributions from private and public sources for the project, and on income generated by the project.

Start by completing the **distribution of the EU grant** between the partners. This must correspond to the information provided in section C.7 of the eForm (distribution of grant by organisation).

Make sure that the total EU grant requested respects the maximum amount and maximum percentage of co-financing (you can check this in the 'Overview' worksheet):

- For category 1 Smaller scale projects EUR 200,000 - representing 60% of co-financing
- For category 2 Larger scale projects EUR 2,000,000 - representing 50% of co-financing

Any **income** that you intend to generate through the project (sales of tickets, books, etc.) should be registered in the estimated budget.

The **self-financing** in own and raised funds must be completed for all partners. These amounts must correspond to the amounts mentioned in Part C.7. of the eForm.

**Contributions from private and public sources**, whether already secured or not, should be provided. If an organisation expects to receive multiple contributions from different public sources, the names of the different sources should be provided on the same line.



## SECTION 4. COMMUNICATING WITH THE AGENCY

Candidates can find all information relating to the calls on the website of the Agency: [https://eacea.ec.europa.eu/creative-europe/funding/support-european-cooperation-projects-2020\\_en](https://eacea.ec.europa.eu/creative-europe/funding/support-european-cooperation-projects-2020_en).

Information on latest developments will be provided on the same website. We recommend that you consult it regularly.

All queries related to the preparation of applications should be addressed to the **Creative Europe Desk** of your country. A contact list is available at: [http://ec.europa.eu/culture/tools/creative-desks\\_en.htm](http://ec.europa.eu/culture/tools/creative-desks_en.htm). If they cannot help, or are unavailable, you can write an e-mail to [EACEA-CREATIVE-EUROPE-COOPERATIONPROJECTS@ec.europa.eu](mailto:EACEA-CREATIVE-EUROPE-COOPERATIONPROJECTS@ec.europa.eu).

**For reasons of transparency, equal treatment and non-discrimination, no communication with the Agency is allowed during the selection procedure, except for technical problems.**

For **technical problems** related to the eForm, please consult the **eForm User Guide** available here: [https://eacea.ec.europa.eu/creative-europe/funding/support-european-cooperation-projects-2020\\_en](https://eacea.ec.europa.eu/creative-europe/funding/support-european-cooperation-projects-2020_en). Also consult the '**Known issues**' section of the following website: [http://eacea.ec.europa.eu/documents/eforms\\_en](http://eacea.ec.europa.eu/documents/eforms_en).

If, after referring to these documents, you still have questions or the technical problem has not been solved, you may contact the **EACEA Technical HelpDesk, preferably by e-mail** ([eacea-helpdesk@ec.europa.eu](mailto:eacea-helpdesk@ec.europa.eu)) so that there is a written trace of your question. When doing so, clearly describe the technical problem. **It is advisable to attach a document with print screens to illustrate the problem and to join your eForm (including the attachments).**

The HelpDesk can also be joined by phone (+32 229 90705), but if you do so it is best to send an e-mail afterwards, referring to the phone conversation you had.

The HelpDesk is available from Monday to Thursday from 08.30 to 17.30, and on Friday from 08.30 to 17.00 (Brussels time). In the approach of the deadline, please ensure that you request assistance **before the deadline** has passed.

If the EACEA Technical HelpDesk is contacted **after 17.00 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**.

*FAQ: I have tested the connection, my eForm is fully valid and all documents are attached, yet I cannot submit my application. I receive a warning message stating a "submission error" mentioning that due to a technical problem, the submission process has failed.*

This type of message often appears when your security settings do not enable the sending of the eForm. You have first to check your security settings and disable them by following the instructions that you can find in the 'Known issues' section of the following webpage: [https://eacea.ec.europa.eu/documents/eforms\\_en](https://eacea.ec.europa.eu/documents/eforms_en)