Creative Europe: Culture

Online Info-Session

European Education and Culture
Executive Agency

24 June 2021

Agenda

09:15	Opening virtual room
09:30 – 09:45	Welcome
09:45 – 10:45	**Overview on Creative Europe: Culture funding opportunities**
10:45 – 10:50	Coffee break
10:50 – 11:40	**Preparing an application and main principles of Lump Sums & Budget**
11:40 – 11:50	Coffee break
11:50 – 12:45	Q&A
12:45 – 13:00	Closing

European Commission

Welcome words

Alessandra LUCHETTI

Head of Department Creativity, Citizenship and Joint Operations

EACEA

European Commission

Welcome words

Giorgio GUAZZUGLI MARINI

Deputy Head of Unit Creative Europe

DG EAC

European Commission

European Cooperation projects CREA-CULT-2021-COOP

Creative Europe: Culture

Fiona DEUSS FRANDI
Nathalie DUCHER

Objectives of the call

Objective 1: **Transnational creation and circulation**: to strengthen the transnational <u>creation</u> and circulation of European works and artists;

Objective 2: **Innovation**: to enhance the capacity of European cultural and creative sectors to nurture talents, to <u>innovate</u>, to prosper and to generate jobs and growth.

Only 1 choice

European Commission

Call priorities

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1. Audience (engagement and development)

2. Social inclusion

3. Sustainability (European Green Deal)

4. New technologies

5. International dimension

6. Annual sector-specific: capacity building

At least 1
Maximum 2

European Commission

Expected impact

The action will support around 130 projects.

This action is expected to:

- foster cooperation between organisations active in the culture field,

- increase the European dimension of creation and circulation of European artistic content

- encourage the development, experimentation, dissemination or application of new and innovative practices.

European Commission

Cross-cutting issues*

1. Inclusion, diversity and gender equality

2. Environment and the fight against climate change

*These issues should be addressed by all proposals

European Commission

Admissibility criteria

1. Submitted by the call deadline

2. Submitted electronically

3. Using the forms provided in the [Submission System Search Funding & Tenders](#)

4. Completed in all parts and mandatory annexes

5. The application must be readable, accessible, and printable

6. **Proposals are limited to 70 pages** *No additional pages will be considered*

European Commission

Who can apply? Eligibility criteria

A.   Private or public **legal entities**

B.   Established in a **EU Member State** or **other eligible non-EU countries**

C.   **Minimum consortium composition** (3, 5 or 10 partners) from different countries (according to the category/topic)

D.   The coordinator: **legal existence for at least 2 years on the date of the deadline for submission**

E.   Eligible activities (see part 6 of the call for proposals)

European Commission

Categories / topics

Maximum duration for all:
48 months

SMALL SCALE

3 partners → 3 countries → Max EU grant 200,000 → 80% EU co-funding

NEW

MEDIUM SCALE

5 partners → 5 countries → Max EU grant 1,000,000 → 70% EU co-funding

LARGE SCALE

10 partners → 10 countries → Max EU grant 2,000,000 → 60% EU co-funding

European Commission
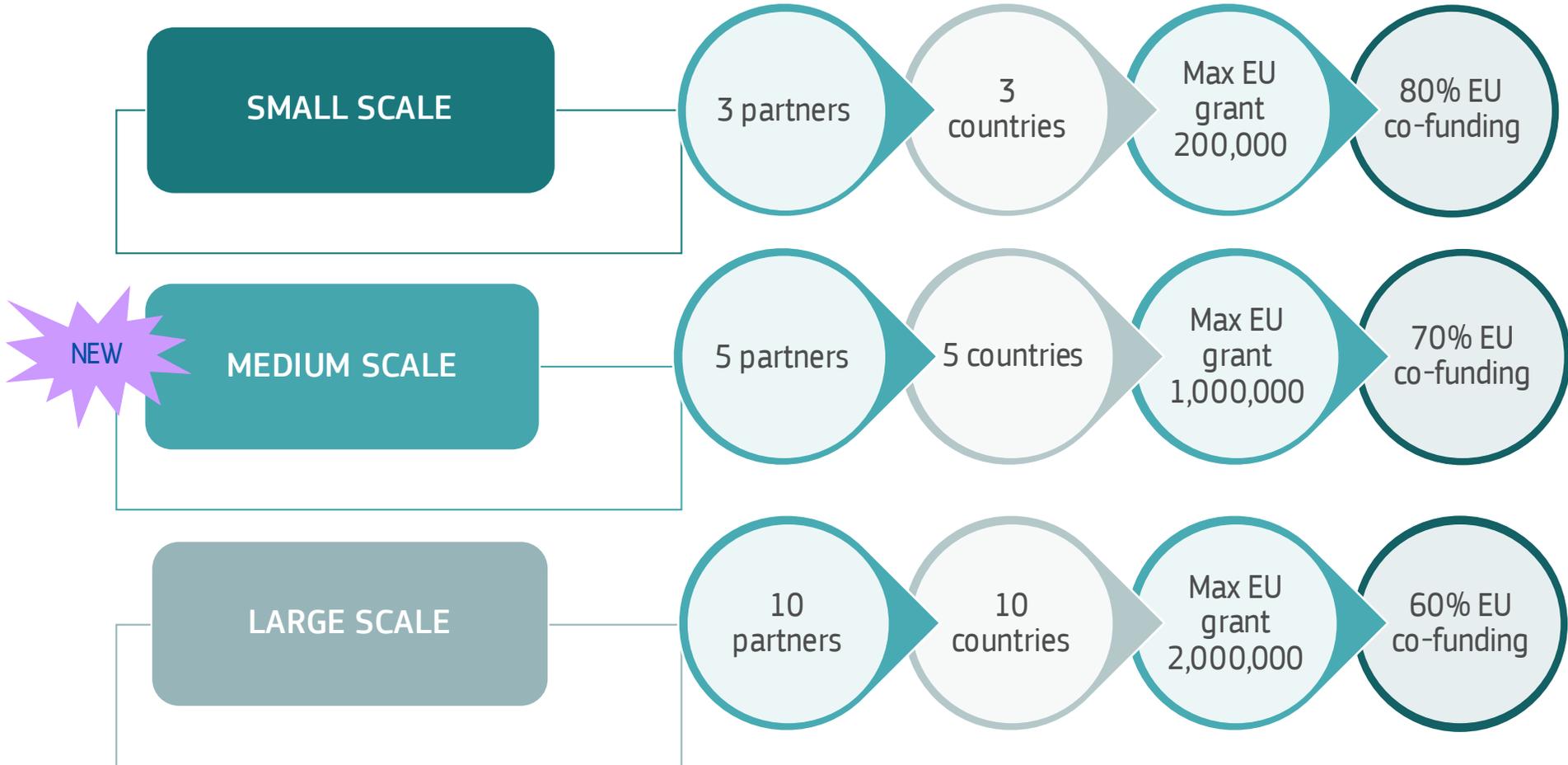
Budget

A total budget of **EUR 60 million**:

▶ 35% for category 1 small

▶ 35% for category 2 medium

▶ 30% for category 3 large

10% ALLOCATED TO SECTOR SPECIFIC PRIORITIES

European Commission

Application form

Forms accessible via the Topic page in the Search Funding & Tenders section:

Part A. **Administrative** information about the participants *To be filled out directly online*

Part B. **Technical project description** *To be downloaded, completed, and re-uploaded as PDF*

Annexes:

- ▶ Detailed **budget table** *To be downloaded, completed, and re-uploaded as XLS*
- ▶ List of previous projects *(template available in part B – last page)*

Part C. Additional **project data** *To be filled out directly online*
(as the choice of objectives, priorities, and sectors)

European
Commission

Technical project description: Work packages

Major sub-division of the project

Each Work Package should have:

▶ Objective/expected outcome

▶ List of activities

▶ Milestones

▶ Deliverables (outputs)

Additional work packages may be added!

Examples

▶ Management, administration and coordination

▶ Communication and dissemination

▶ Artistic and creative expression

▶ Capacity building

▶ Networking and knowledge sharing

European Commission

Work packages / activities / deliverables

Work Package	*Artistic and creative expression* *This/these work package(s) could group cultural, artistic and other creative activities.*
Activities	Rehearsals, preparation and artistic coordination of co-productions, co-creations, concerts, exhibitions, fairs, festivals, performances, literary translations, circulation of works and/or repertoires, digitisation of cultural heritage material, etc.
Deliverables	Schedule/planning of rehearsals, prototypes, original creative works (such as theatre piece, songs, artworks, concerts, etc.), technology-based products (original app, etc.), publications (as books, etc.), exhibitions, digitalised material, etc.

European Commission

Budget table: Lump sums

1. Estimate eligible cost based on actual costs

2. **Lump sum per work package**

3. Costs per unit and N° of units in each category

4. Costs categories per work package:

    ▸ Direct personnel costs **(1 unit = 1 man day)**

    ▸ Subcontracting costs

    ▸ Purchases costs (travel & subsistence, equipment, other works)

    ▸ Other costs categories (financial support to third parties)

    ▸ Indirect costs: 7%

European Commission

Financial and operational capacity and exclusion criteria

1. Financial capacity: Stable and sufficient resources to carry out the project

2. Operational capacity:
   ▶ Know-how, qualifications, and resources
   ▶ Assessed as part of 'Project Management' award criterion

3. Exclusion situations: bankruptcy, breach social security of tax obligation, etc.

European Commission

Award criteria

Overall threshold: **70 points**

Award criteria	Minimum pass score	Maximum score
Relevance	15	**30**
Quality of content and activities	15	**30**
Project management	10	**20**
Dissemination	10	**20**
Overall (pass) scores	*70*	*100*

European Commission

Award criteria 1/2

Relevance
- ▶ Relevance of the proposal to the objectives and priorities of the call
- ▶ Based on a sound and adequate needs analysis
- ▶ Addresses the cross-cutting issues
- ▶ Has an European added value

Quality of content and activities
- ▶ Appropriate methodologies
- ▶ Profile of the partnership and contribution of all
- ▶ Target groups will benefit concretely
- ▶ Coherence of project design

European Commission

Award criteria 2/2

Project management
- ▶ Effective mechanism for coordination and appropriate governance structure
- ▶ Appropriate project teams, staff and outside resources
- ▶ The project's budget is cost effective and allocates appropriate resources
- ▶ High quality measures planned to ensure project implementation

Dissemination
- ▶ The project triggers change and innovation
- ▶ Communication and dissemination strategies – reach and impact on target groups
- ▶ Sustainability and long-term impact of project results

European Commission

Other legal and financial information

▶ Same project **only under one category/topic**

▶ Applicants (project leader) **can submit only one proposal**

▶ **Max duration**: 48 months

▶ Lump sums

▶ **Financial support to third parties** allowed for **prizes and grants**: max EUR 60 000 per third party

▶ **Prefinancing**:

    ▶ 80% of the maximum grant for small and medium scale

    ▶ 40% of the maximum grant for large scale then additional 40% linked to prefinancing report

European Commission

Timeline and deadlines

8 June 2021

Call publication

September 2021 – January 2022

Evaluation

March – May 2022

GA signature

7 September 2021
17:00 CET

Deadline for submission

February 2022

Information on
evaluation
results

European
Commission
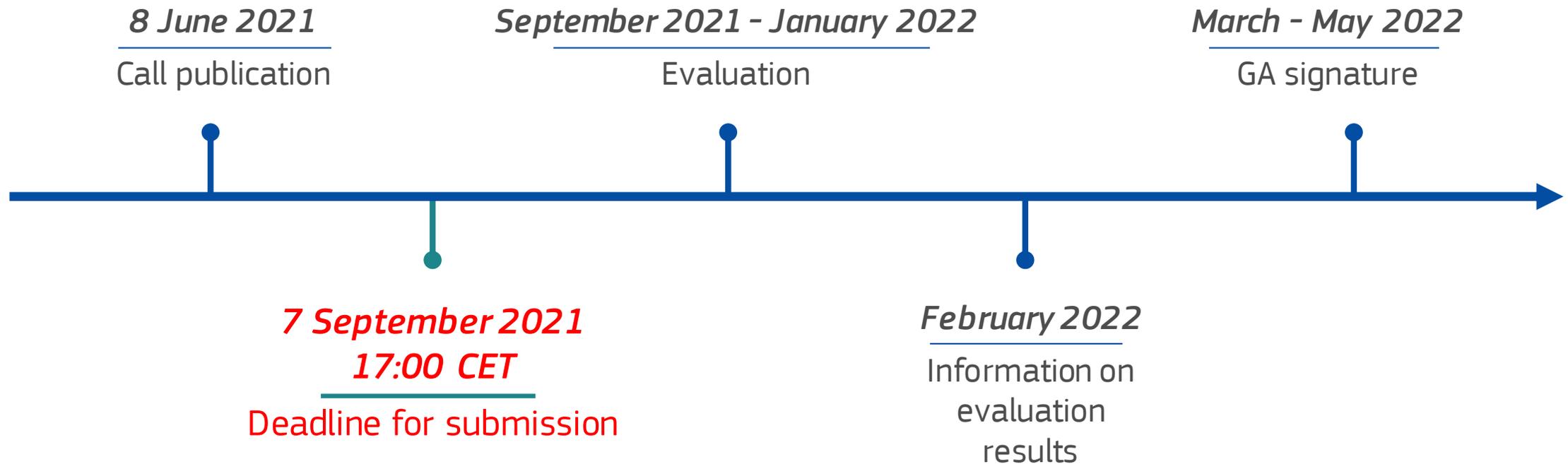
Useful links

▶ [Download Call document](#)

▶ For help related specifically to your project, please contact the Creative Europe Desk in your country. You can find their contact details per country on [this page](#).

Circulation of European literary works CREA-CULT-2021-LIT

Creative Europe: Culture

Andrzej SZUSTAK
Clément CARASCO

European Commission

Key features, part 1

1. New name for the scheme *Highlighting that translation also means <u>circulation and promotion.</u>*

2. Higher co-financing rate of 60%

3. Increased pre-financing of 80%

4. Possibility to apply as a single applicant or as a consortium

5. New corporate tool for grant management, eGrants

6. Lump-sums

European Commission

Key features, part 2

7. Minimum of 5 books but no maximum

8. Maximum duration of 3 years, i.e. 36 months

9. 3 scales of projects depending on the number of books to be translated

10. Works of fiction

Call objective

This action will support projects that will translate, publish, distribute, and promote works of fiction.

Expected impact

The action will support around 40 projects, implemented either by a single entity (mono-beneficiary) or by a grouping of organisations (multi-beneficiary).

Each project must be based on a sound editorial and promotional strategy covering a package of at least 5 eligible works of fiction translated from and into eligible languages.

European Commission

Call priorities

1. Strengthening the transnational circulation and diversity of European literary works

2. Reaching new audiences

3. Strengthening the competitiveness of the book sector by encouraging cooperation

European Commission

Cross-cutting issues*

1. Inclusion, diversity, and gender equality

2. Environment and the fight against climate change

*These issues should be addressed by all proposals

European Commission

Projects size

SMALL SCALE

▸ Projects proposing translation of up to 10 different books

▸ Maximum grant amount EUR 100 000

MEDIUM SCALE

▸ Projects proposing translation of up to 20 different books

▸ Maximum grant amount: EUR 200 000

LARGE SCALE

▸ Projects proposing translation of at least 21 different books

▸ Maximum grant amount: EUR 300 000

Co-financing rate for all projects: 60% of total eligible costs
**Maximum duration for all projects: 36 months*

European Commission

Budget

A total budget of EUR 5 million:

▶ 30% for small-scale projects

▶ 40% for medium-scale projects

▶ 30% for large-scale projects

Project payments

PROJECT START
80% of the grant

PROJECT END
20% of the grant
Final Report

Application form

Forms accessible via the Topic page in the [Search Funding & Tenders](#) section:

Part A. Administrative information about the participants *To be filled out directly online*

Part B. Technical project description *To be downloaded, completed, and re-uploaded as PDF*

Annexes:

▶ Detailed **budget table** *To be downloaded, completed, and re-uploaded as XLS*

▶ CVs of core project team

▶ List of previous projects

▶ **List of publications** *Specific for this call!*

▶ **Declaration on publications** *Specific for this call!*

▶ **CVs or biographies of translators** *Specific for this call!*

Part C. Additional **project data** *To be filled out directly online*
(as the choice of objectives, priorities, and sectors)

Technical project description: Work packages

The project activities must be organised in the following work packages:

▶ WP 1 – Project management *Mandatory*

▶ WP 2 – Translation *Mandatory for each book*

▶ WP 3 – Publication and Distribution *Mandatory for each book*

▶ WP 4 – Promotion and Communication *Mandatory for the whole project and for each book*

Additional work packages may be added!

Budget table: Lump sums

1. Estimate eligible cost based on actual costs

2. **Lump sum per work package**

3. Costs per unit and No. of units in each category

4. Costs categories per work package:

   ▶ Direct personnel costs **(1 unit = 1 man day)**

   ▶ Subcontracting costs

   ▶ Purchases costs (travel & subsistence, equipment, other works)

   ▶ Other costs categories (financial support to third parties)

   ▶ Indirect costs: 7%

European Commission

Eligible applicants

A. Legal entities (public or private bodies)

B. **Active in the publishing and book sector**

C. Established and officially registered in an eligible country:

   ▶ EU Member States

   ▶ Eligible non-EU countries

D. Having had a legal existence for **at least 2 years** on the date of the deadline for submission of applications

Eligible languages

A. The source language and target language must be the 'officially recognised languages' of the eligible countries

B. Translations from Latin and Ancient Greek into officially recognised languages are also eligible

C. The target language must be the translator's mother tongue

D. Translations must have a cross-border dimension – *the translation of national literature from one official language into another official language of the same country is eligible if there is a distribution strategy outside the country in question.*

European Commission

Eligible literary works

A. On paper or in a digital format

B. Fiction works, i.e. novel, short story, theatre play, radio play, poetry, comic book, youth literature, etc.

C. Previously published

D. Not translated previously into the target language, unless a new translation corresponds to a clearly assessed need

E. Written by authors who are nationals, residents or part of the literary heritage of an eligible country – *Works recognised as part of the literary heritage of an eligible country are eligible, e.g. a Ukrainian author living and working in the time of the Soviet Union*

Award criteria

Overall threshold: **70 points**

Award criteria	Minimum pass score	Maximum score
Relevance	15	30
Quality of content and activities	15	30
Project management	10	20
Dissemination	10	20
Overall (pass) scores	*70*	*100*

* Threshold per criteria: 50%

European Commission

Award criteria

Relevance
- Relevance to the objectives and priorities of the call
- Based on a sound and adequate needs analysis
- Addresses the cross-cutting issues
- Has an European added value and will notably contribute to **the circulation of works from lesser used languages into English, German, French, Spanish or Italian.**

Quality of content and activities
- Appropriate concept and methodology
- Target groups will benefit concretely
- Coherence of project design
- **Easy access to the translated works**

Project management
- Effective and adequate coordination and management of the activities
- Cost effective project budget with appropriately allocated resources
- Appropriate project teams, staff, and outside resources
- Quality of the measures planned to ensure project implementation

Dissemination
- The project triggers change and innovation
- Potential to reach new audiences
- Visibility of Creative Europe's support
- Sustainability and lasting impact of the project
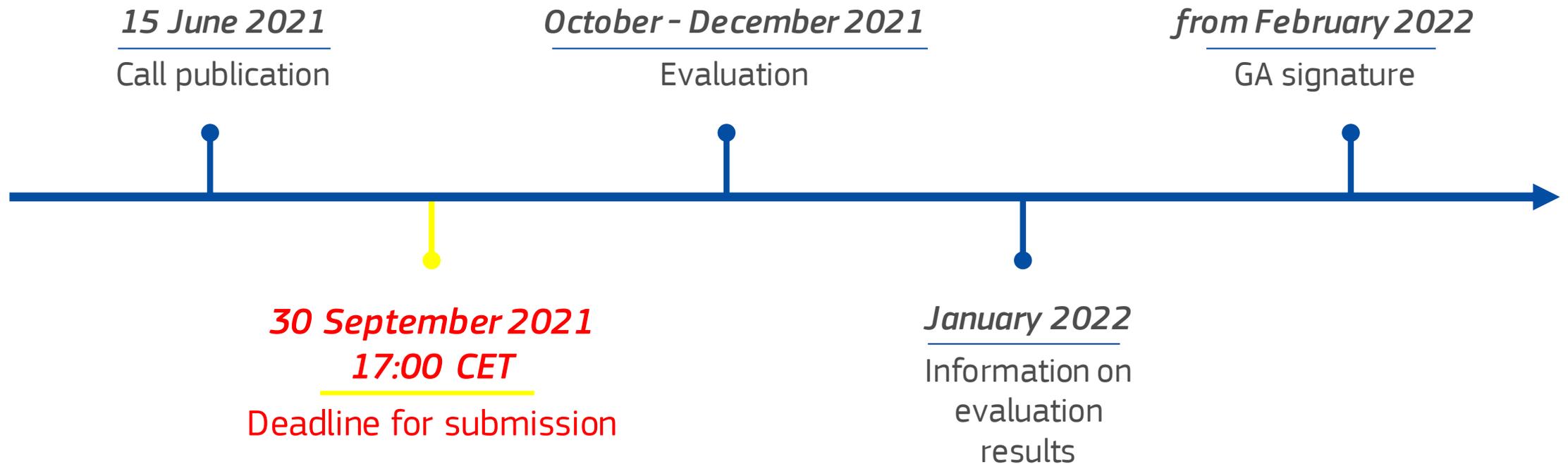
European Commission

Timeline and deadlines

15 June 2021
Call publication

October – December 2021
Evaluation

from February 2022
GA signature

**30 September 2021
17:00 CET**
Deadline for submission

January 2022
Information on evaluation results

Useful links

▶ [Download Call document](#)

▶ Non-IT related questions about the call should be sent to the following email address: EACEA-CREATIVE-EUROPE-TRANSLATIONS@ec.europa.eu

▶ For help related specifically to your project, please contact the Creative Europe Desk in your country. You can find their contact details per country on [this page](#).

European Commission

European Networks of Cultural and Creative Organisations CREA-CULT-2021-NET

Creative Europe: Culture

Alejandro RAMILO

European Commission

Call objective

Enhance the capacity of European cultural and creative sectors to face common challenges and nurture talents, innovate, prosper and generate jobs and growth.

European Commission

Call scope

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already existing and highly representative, multi-country, membership-based

cover a wide range of Creative Europe countries

shared mission, governance rules, as formally specified (in "statutes" or equivalent) and agreed upon by its members.

composed of a coordinating entity and its members.

exclusively on audio-visual sector are not eligible

European Commission

Call priorities

1. Cultural access to and participation in culture, audience engagement and development

2. International level in Europe and beyond

3. Contribution to the European Green Deal

4. Usage of new technologies

European Commission

Cross-cutting issues*

1. Inclusion, diversity, and gender equality

2. Environment and the fight against climate change

*These issues should be addressed by all proposals

European Commission

Expected impact

Support for about 30 networks covering different cultural and creative sectors.

This call is intended to have a **structuring effect** on Europe's cultural and creative sectors (CCS) by targeting the above-mentioned **priorities**. This structuring effect should be tangible for the network members and/or for the CCS at large, and should be proportionate to the project objectives and scale.

European Commission

Budget

▸ A total of EUR 27 million (2021–2023)

▸ A maximum of EUR 825 000 per project (EU grant)

Project payments
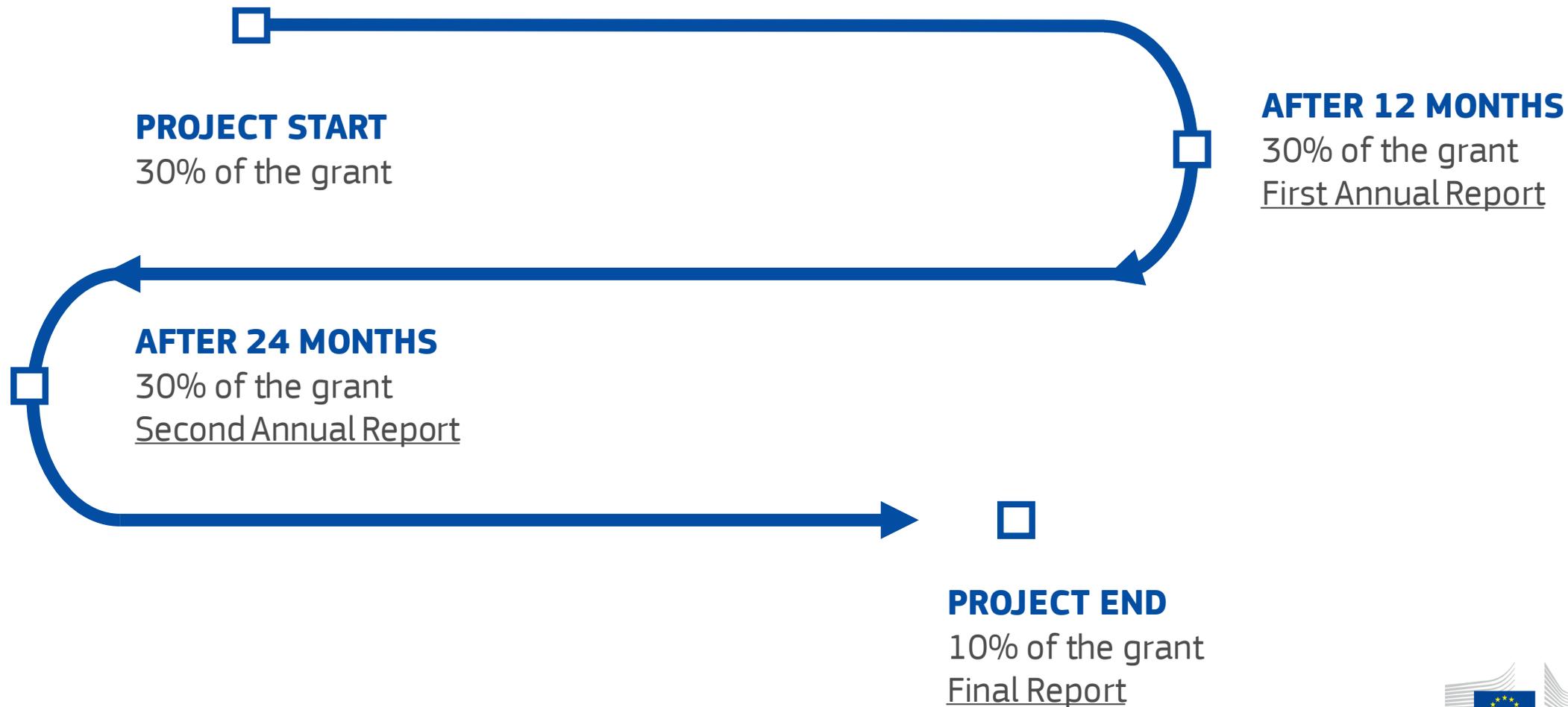
PROJECT START
30% of the grant

AFTER 12 MONTHS
30% of the grant
First Annual Report

AFTER 24 MONTHS
30% of the grant
Second Annual Report

PROJECT END
10% of the grant
Final Report

European Commission

Application form

Forms accessible via the Topic page in the [Search Funding & Tenders](#) section:

Part A. Administrative information about the participants *To be filled out directly online*

Part B. Technical project description *To be downloaded, completed, and re-uploaded as PDF*

Annexes:

- ▶ Detailed **budget table** *To be downloaded, completed, and re-uploaded as XLS*
- ▶ List of previous projects
- ▶ **List of network members** *Specific for this call!*

Part C. Additional **project data** *To be filled out directly online*
(as the choice of objectives, priorities, and sectors)

European Commission

Technical project description: Work packages

Major sub-division of the project

Each Work Package should have:

▸ Objective/expected outcome

▸ List of activities

▸ Milestones

▸ Deliverables (outputs)

*Indicative list provided in section **10 Legal and financial set-up of the Grant Agreements – Milestones and deliverables***

Technical project description: Work packages

The project activities must be organised in the following work packages:

▶ WP 1 – Project management and coordination *Mandatory*

▶ **WP 2 – Networking of organisations and individuals (artists and culture professionals) throughout Europe and beyond** *Mandatory*

▶ **WP 3 – Training and providing advice to professionals** *Mandatory*

▶ **WP 4 – Representing the sectors and advocating on their behalf on key sectoral issues** *Mandatory*

▶ **WP 5 – Collecting and disseminating data, information, practices, ideas and solutions** *Mandatory*

▶ WP 6 – Communication and dissemination *Mandatory*

Additional work packages may be added!

European Commission

Budget table: Lump sums

1. Estimate eligible cost based on actual costs

2. **Lump sum per work package**

3. Costs per unit and No. of units in each category

4. Costs categories per work package:

    1. Direct personnel costs **(1 unit = 1 man day)**

    2. Subcontracting costs

    3. Purchases costs (travel & subsistence, equipment, other works)

    4. Other costs categories **(financial support to third parties) (NEW)**

    5. Indirect costs: 7%

European Commission

Eligibility criteria

1. Legal entities (public or private bodies)

2. Established in one of the eligible countries:

   ▸ EU Member States

   ▸ [Eligible non-EU countries](#)

3. The coordinator: Legal existence for **at least 2 years** on the date of the deadline

4. Eligible activities

5. Eligibility period: **36 months max**.

European Commission

Award criteria

Award criteria	Minimum pass score	Maximum score
Relevance	20	40
Quality of content and activities	13	25
Project management	5	10
Dissemination	13	25
Overall (pass) scores	**70**	**100**

European Commission

Award criteria

Relevance
- ▶ Relevance to the objectives and priorities of the call
- ▶ Based on a sound and adequate needs' analysis
- ▶ Considering the cross-cutting issues
- ▶ Has an European added value **(network's representativeness, incl. sectorial and geographical outreach and balanced coverage of Creative Europe)**

Quality of content and activities
- ▶ Appropriate methodology
- ▶ **Needs of the network members and members' participation**
- ▶ Target groups
- ▶ Coherence of project design

Project management
- ▶ Appropriate governance structure
- ▶ The project's budget is cost effective and appropriate resources allocated
- ▶ Appropriate project teams, staff and outside resources
- ▶ Measures planned to ensure adequate project implementation

Dissemination
- ▶ The project triggers change and innovation
- ▶ Communication and dissemination strategies
- ▶ Sustainability and long-term impact of project results

European Commission

Timeline and deadlines

8 June 2021
Call publication

September 2021
Evaluation

October – December 2021
GA signature

**26 August 2021
17:00 CET**
Deadline for submission

October 2021
Information on evaluation results

Useful links

▶ [Download Call document](#)

▶ Non-IT related questions about the call should be sent to the following email address: EACEA-CREATIVE-EUROPE-NETWORKS@ec.europa.eu

▶ For help related specifically to your project, please contact the Creative Europe Desk in your country. You can find their contact details per country on [this page](#).

European Commission

Call objective

Increase the visibility and the circulation of European emerging artists and works outside their own borders, in Europe and beyond.

European Commission

Call priorities

1. Support the internationalisation of the emerging artists' careers

2. Promote a fair, inclusive, and diverse environment (equal opportunities, less discrimination, better working conditions, and fair remuneration)

3. Propose and develop practices that contribute to the European Green Deal

European Commission

Expected impact

The action aims to support about 15 platforms covering different cultural and creative sectors. The intention is to support no more than one platform targeting the same type of artist or cultural work.

European Commission

Budget

▶ A total of EUR 33 million (for the three years of activities)

▶ A maximum duration of each project of 3 years, i.e. 36 months

▶ Grant: Maximum of 80% of the total budget

▶ Maximum grant per project: EUR 2 100 000 for the call duration

▶ **Financial support to third parties allowed** for support to Members, prizes, and grants: **max** EUR **60 000 per third party and per year**

Project payments
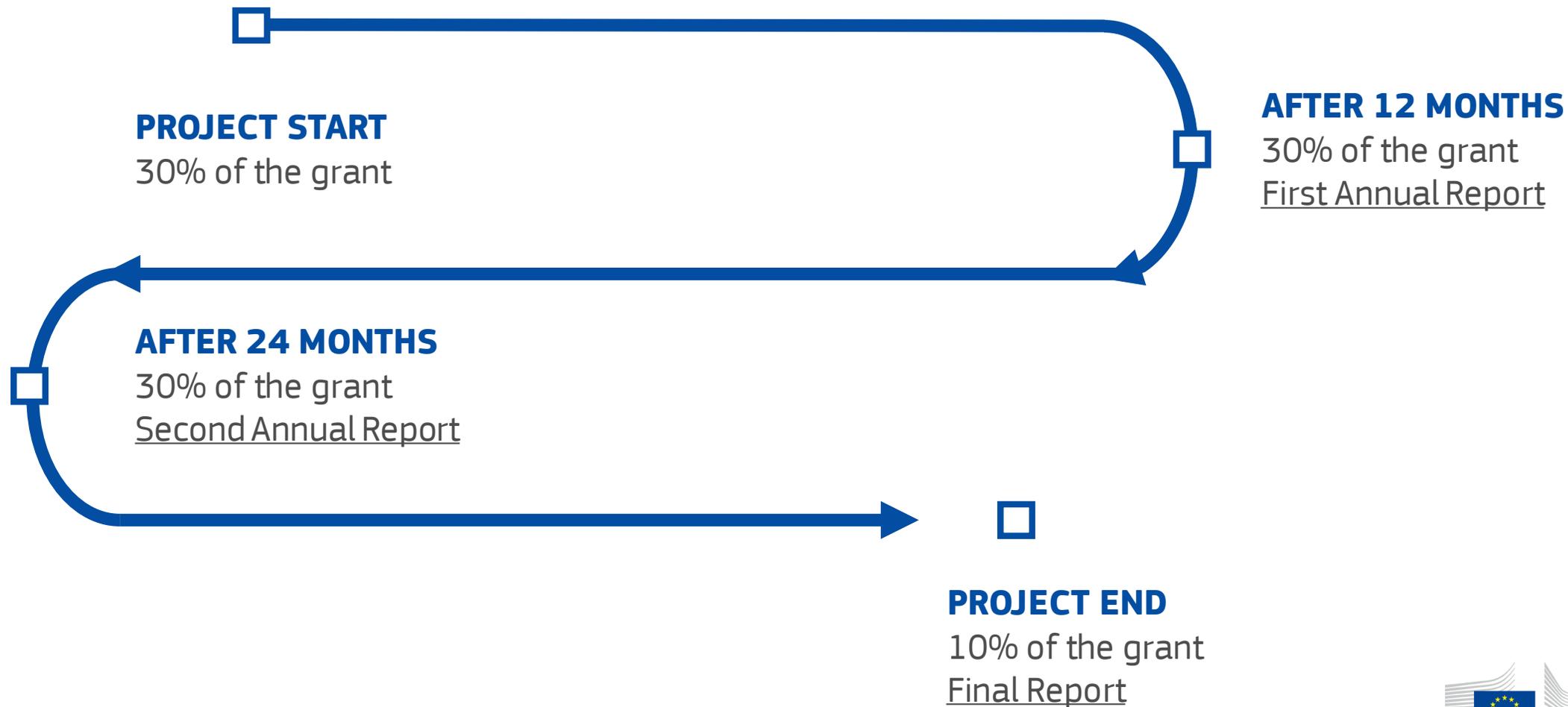
PROJECT START
30% of the grant

AFTER 12 MONTHS
30% of the grant
First Annual Report

AFTER 24 MONTHS
30% of the grant
Second Annual Report

PROJECT END
10% of the grant
Final Report

European Commission

Application form

Forms accessible via the Topic page in the [Search Funding & Tenders](#) section:

Part A. Administrative information about the participants *To be filled out directly online*

Part B. Technical project description *To be downloaded, completed, and re-uploaded as PDF*

Annexes:

- ▶ Detailed **budget table** *To be downloaded, completed, and re-uploaded as XLS*
- ▶ List of previous projects
- ▶ **Membership agreement** *Specific for this call!*

Part C. Additional **project data** *To be filled out directly online*
(as the choice of objectives, priorities, and sectors)

Technical project description: Work packages

The project activities must be organised in the following work packages:

▶ WP 1 – Project management and coordination for the coordinating organisation *Mandatory*

▶ WP 2 – **Promoting and supporting emerging talent for the coordinating organisation** *Mandatory*

▶ WP 3 – **Developing, nurturing and training emerging talent for the coordinating organisation** *Mandatory*

▶ WP 4 – **Communication and dissemination for the coordinating organisation** *Mandatory*

▶ WP 5 – **Branding and quality label strategy for the coordinating organisation** *Mandatory*

▶ WP 6 – Networking and sharing of good practices for the coordinating organisation *Mandatory*

Additional work packages may be added!

Financial support to third parties

One Work Package per member:

▶ WP7 (member 1) – Financial support to member 1 (activities linked to WP 2, 3, 4 and 5)

▶ WP8 (member 2) – Financial support to member 2 (activities linked to WP 2, 3, 4 and 5)

WP 2 – Promoting and supporting emerging talent
WP 3 – Developing, nurturing and training emerging talent
WP 4 – Communication and dissemination
WP 5 – Branding and quality label strategy

Based on this model, please complete with as many work packages as there are members, and for at least 11 members.

European Commission

Membership agreement: Mandatory annex

1. **Objective** of the Platform

2. List of **member organisations** *Name, type and location of the organisation*

3. **Work plan and duration** of the project

4. Definition of the concept of **'emerging artist'**

5. **Selection process for emerging artists**

6. **Internal organisation and governance** rules and structure, incl. collaboration and reporting rules

7. **Role, tasks**, type of activities and responsibilities of **the coordinating organisation and the member organisations**

8. Definition of **the methodology for the distribution of the financial support to member organisations** (third parties) with clear and verifiable criteria

9. **Definition and main features** of both **branding and quality label** strategies

Budget table: Lump sums

1. Estimate eligible cost based on actual costs

2. **Lump sum per work package**

3. Costs per unit and No. of units in each category

4. Costs categories per work package:

    1. Direct personnel costs **(1 unit = 1 man day)**

    2. Subcontracting costs

    3. Purchases costs (travel & subsistence, equipment, other works)

    4. **Other costs categories (financial support to third parties)**

    5. Indirect costs: 7%

Eligibility criteria

1. Legal entities (public or private bodies)

2. Established in one of the eligible countries:

    ▶ EU Member States

    ▶ Eligible non-EU countries

3. **Minimum consortium composition**

4. The coordinator: Legal existence for **at least 2 years** on the date of the deadline

5. Eligible activities

European
Commission

Award criteria

Overall threshold: **70 points**

Award criteria	Minimum pass score	Maximum score
Relevance	15	30
Quality of content and activities	15	30
Project management	10	20
Dissemination	10	20
Overall (pass) scores	*70*	*100*

European Commission

Award criteria

Relevance
- ▸ Relevance to the objectives and priorities of the call
- ▸ Based on a sound and adequate needs' analysis
- ▸ Considering the cross-cutting issues
- ▸ Has an European added value

Quality of content and activities
- ▸ Appropriate methodology
- ▸ Profile of the partnership and contribution of all
- ▸ Target groups benefit concretely
- ▸ Appropriate and define mechanism for financial support to third parties
- ▸ **Coherent branding and quality label strategy**
- ▸ Coherence of project design

Project management
- ▸ Appropriate governance structure
- ▸ The project's budget is cost effective and appropriate resources allocated
- ▸ Appropriate project teams, staff and outside resources
- ▸ Measures planned to ensure adequate project implementation

Dissemination
- ▸ The project triggers change and innovation
- ▸ Communication and dissemination strategies
- ▸ Sustainability and long-term impact of project results

European Commission

Timeline and deadlines

20 June 2021
Call publication

October and December 2021
Evaluation

February and March 2022
GA signature

29 September 2021 17:00 CET
Submission deadline

February 2022
Evaluation results

European Commission
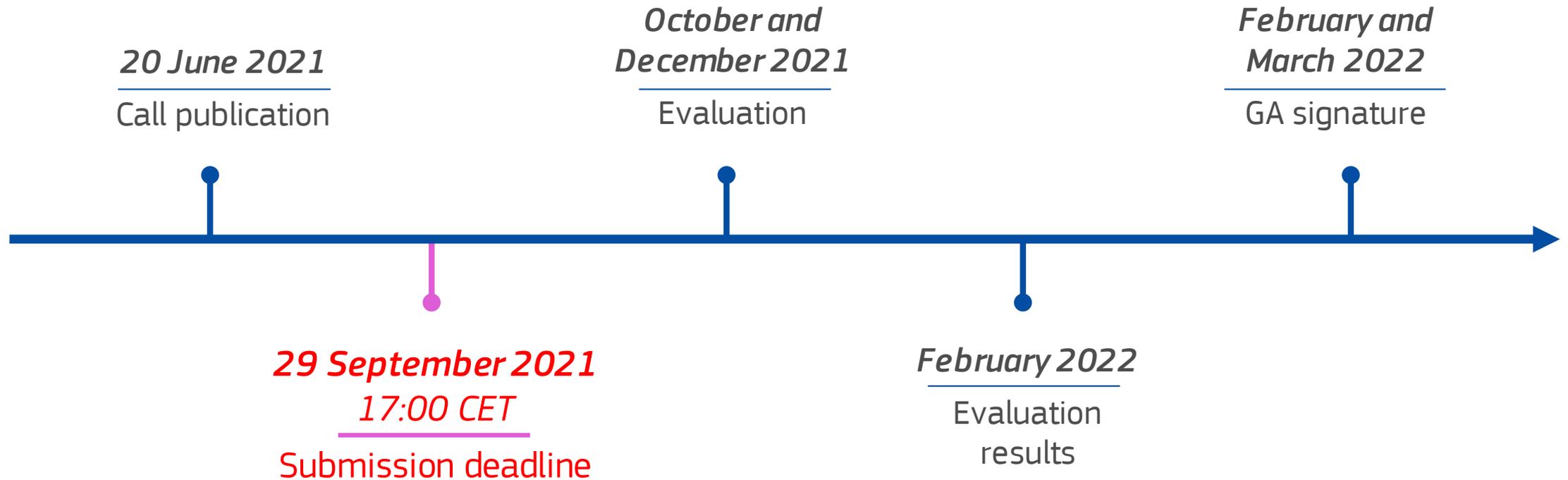
Useful links

- Download Call document

- Creative Europe Platforms brochure

- Non-IT related questions about the call should be sent to the following email address: EACEA-CREATIVE-EUROPE-PLATFORMS@ec.europa.eu

- For help related specifically to your project, please contact the Creative Europe Desk in your country. You can find their contact details per country on this page.

European Commission

Pan-European Cultural Entities

"

Special action: support to European cultural entities such as orchestras that aim to train and promote young, high-potential artists

geographical coverage

European Commission

Call objective

Support **projects** proposed by cultural entities **(orchestras)** involving artists from at least 20 countries – whose aim is to offer **training, professionalisation and performance** opportunities for **young high potential** artists.

Call priority

Support the **capacity building** and **professionalisation** of young highly-talented musicians, provide them with high standards career's development paths through <u>recruitment, training and performance</u> opportunities.

European Commission

Cross-cutting issues*

1. Inclusion, diversity, and gender equality

2. Environment and the fight against climate change

*These issues should be addressed by all proposals

European Commission

Budget

▶ A total of EUR 5 400 000 (3 years)

▶ A maximum of EUR 1 800 000 per project (EU grant)

▶ 3 to 5 projects selected

Funding conditions

▶ Mono-beneficiary: 1 single organisation in the « consortium ».

▶ Duration: **max 36 months**

▶ Grant: **max 40% of total budget**

▶ Lump sums

European Commission

Project payments

PROJECT START
30% of the grant

AFTER 12 MONTHS
30% of the grant
First Annual Report

AFTER 24 MONTHS
30% of the grant
Second Annual Report

PROJECT END
10% of the grant
Final Report

European Commission
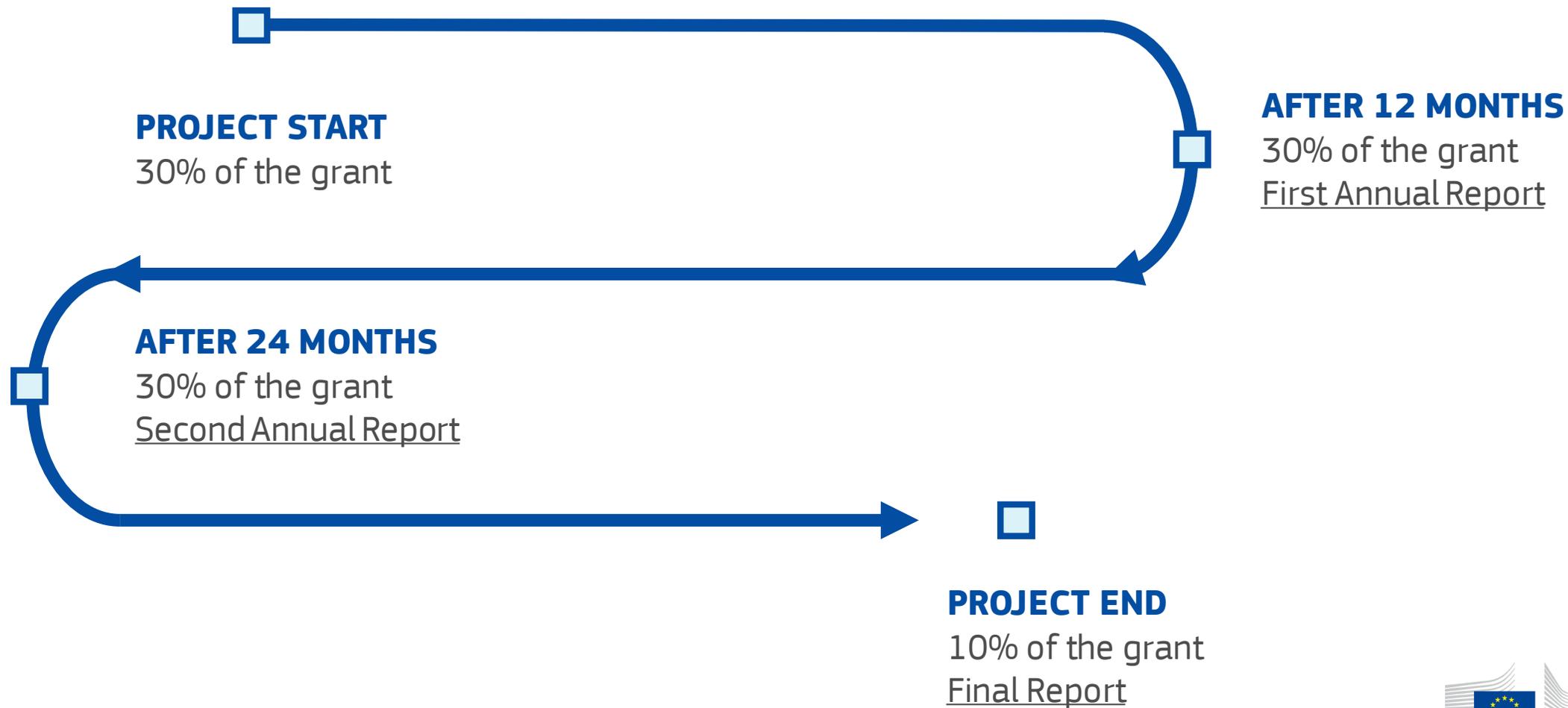
Application forms

Forms accessible via the Topic page in the [Search Funding & Tenders](#) section:

Part A. Administrative information about the participants *To be filled out directly online*

Part B. Technical project description *To be downloaded, completed, and re-uploaded as PDF*

Annexes:

  ▸ Detailed **budget table** *To be downloaded, completed, and re-uploaded as XLS*

  ▸ List of previous projects

  ▸ **CVs of artistic staff** *Specific for this call!*

Part C. : Not applicable

Work packages

Major project sub-division

1. Objectives / expected outcomes
2. List of activities
3. Deliverables
4. Milestones

Work packages

1. Project management **(mandatory)**
2. Artistic and cultural expression
3. Capacity building
4. Selection
5. Mobility and circulation
6. Audience development
7. Communication and dissemination
8. …

European Commission

Eligibility criteria

1. Legal entities (public or private bodies)

2. Established in one of the eligible countries:

   ▶ EU Member States

   ▶ Eligible non-EU countries

3. **Single applicants**

4. The coordinator: Legal existence for at least 2 years on the date of the deadline

5. Eligibility period: 36 months max.

European Commission

Award criteria

Award criteria	Minimum pass score	Maximum score
Relevance	18	35
Quality of content and activities	13	25
Project management	8	15
Dissemination	13	25
Overall (pass) scores	*70*	*100*

European
Commission

Award criteria 1/2

Relevance
- Relevance to the objectives, priorities of the call
- Based on a sound and adequate needs' analysis
- Considering the cross-cutting issues
- Has an **European added value** (representativeness, sector and **geographical outreach**, and balanced coverage of Creative Europe)
- **Has potential to act as promoter and ambassador for European values**

Quality of content and activities
- **Overall artistic excellence**
- Appropriate methodologies
- Benefit for target groups
- Coherence of project design

European Commission

Award criteria 2/2

Project management
- ▶ Appropriate governance and management
- ▶ The project's budget is cost effective and appropriate resources allocated
- ▶ Appropriate project teams, staff and outside resources **(CV of artistic staff)**
- ▶ Measures planned to ensure adequate project implementation

Dissemination
- ▶ The project triggers change and innovation
- ▶ Communication and dissemination strategies – reach and impact on target groups
- ▶ Sustainability and long-term impact of results

European Commission

Timeline and deadlines

8 June 2021
Call publication

September 2021
Evaluation

November – December 2021
GA signature

26 August 2021
17:00 CET

Deadline for submission

October 2021

Information on
evaluation
results

European Commission
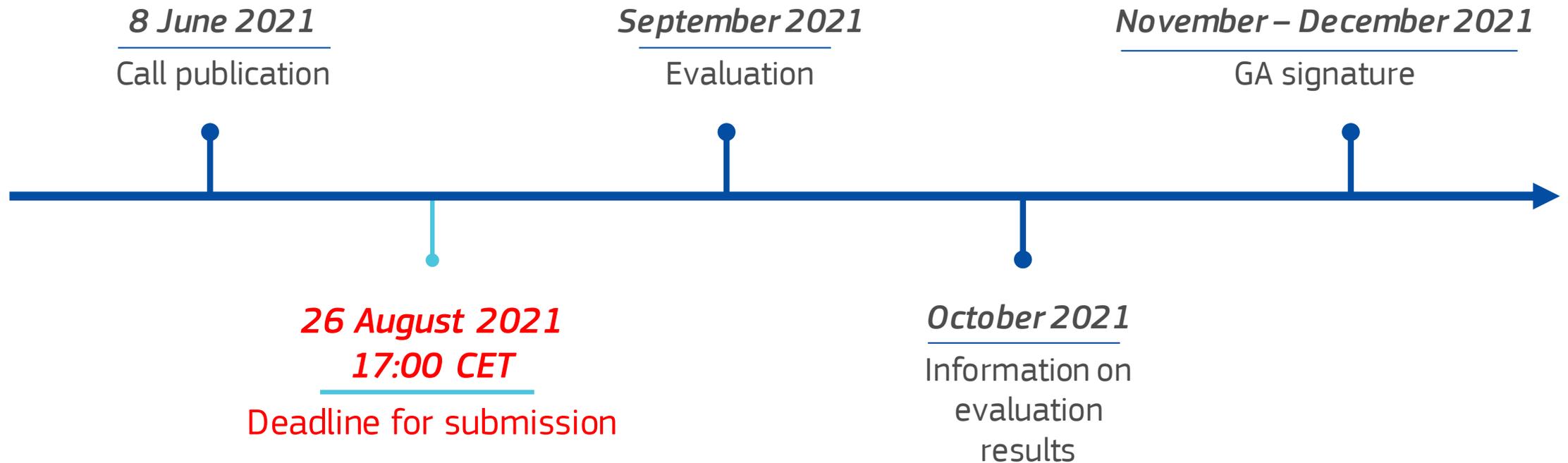
Recap of main specific features

Content-wise

- Large geographical coverage

- Artistic excellence

- Promoter and ambassador EU values

- Selection / Training / performance young high talented musicians

Administratively

- Mono-beneficiary

- No part C

- CVs of artistic staff to be joined as annex

- Artists residents / nationals from 20 countries: award criterion (not eligibility criterion)

European Commission

All deadlines for submission

26 August 2021 17:00 CET	European Networks of Cultural and Creative Organisations **(NET)** Pan-European Cultural Entities **(PECE)**
7 September 2021 17:00 CET	European Cooperation projects **(COOP)**
29 September 2021 17:00 CET	European Platforms for the Promotion of Emerging Artists **(PLAT)**
30 September 2021 17:00 CET	Circulation of European literary works **(LIT)**

European Commission

Coffee break of 5 minutes

Preparing an application and main principles of Lump Sums & Budget

Creative Europe: Culture

Gillian MCLAUGHLIN

Agenda

1. Before you start – check the basics

2. Starting the application process

3. Part A – Administrative

4. Part B – Detailed description of the project & Detailed budget table

5. Part C –

European Commission

About this presentation

- How to prepare and submit your application

  - NOT what happens after selection

  - Selected projects will be supported through the following stages

  - WILL provide links to support materials that give information on the next stages

- Presentation includes:

  - Where to find key information

  - Tips / good practice

  - Steps in the procedure

  - Where information must be consistent in different parts of the application

European Commission

Before you start

Key issues that are common to all Culture calls, and those that are call-specific

Basic information on how to find what

Meeting the basic criteria for taking part in a call

European Commission

BACKGROUND INFORMATION – **all calls 1**

- Publication of the calls and submission of applications via **EU Funding & Tenders Portal**
  - ✓ the central **electronic portal** for all EU funding and tenders
  - ✓ **Paperless** until the end of projects (submission & project management & reporting)
- Application forms are **standard** for all CREA-Culture actions
  - ✓ Work packages
  - ✓ Budget table:
    - ✓ Staff costs expressed in units = number of days
    - ✓ Based on estimated real costs: See Annotated Grant Agreement (still being finalised – aga_en.pdf (europa.eu))
    - ✓ 7% indirect costs – calculated for each Work package and each partner excl. subcontracting
- Funding based on **« customised » Lump Sums**: Simplified funding and reporting
- **Programme countries** extending gradually (https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/crea/guidance/list-3rd-country-participation_crea_en.pdf)
  - ✓ Ensure applicant(s) (coordinator and partners) meet minimum eligibility before new countries join

European Commission

BACKGROUND INFORMATION – all calls 2

- **Some eligibility criteria**
  - ✓ Private or public legal entities
  - ✓ Established in a Member State or other eligible non-EU countries
  - ✓ The coordinator: legal existence for at least 2 years on the date of the deadline
- **Award criteria categories – score x/100 – threshold 50% of each award criterion - total score:**
  - ✓ Relevance
  - ✓ Quality of content and activities
  - ✓ Project Management
  - ✓ Dissemination
- **Cross-cutting issues**
  - ✓ Inclusion, diversity and gender equality
  - ✓ Environment and the fight against climate change

European
Commission

BACKGROUND INFORMATION – **call-specific**

<div style="border: 2px solid orange;">

**Check the Call!
… and then check the call again!**

</div>

- Deadlines + duration/ key dates of selection
- Possible start date
  - ✓ Default: after signature of Grant Agreement
  - ✓ Retroactivity with justification + approval by Agency
    - ✓ To date of submission
    - ✓ Before date of submission (NET and PECE only)
- Max grant, % cofinancing, payment schedule
- Some eligibility criteria (min partnership, type of organisation etc.)
- Award sub-criteria, weighting of scores, score thresholds
- Limits of financial support to third parties (FSTP)

European Commission

BACKGROUND INFORMATION – call-specific

Check the Call!
… and then check the call again!

- Annexes
  - ✓ CVs (see NET and PECE)
  - ✓ Partnership agreement (see PLAT)
  - ✓ Part C (not for PECE)
- Mandatory work packages

European Commission

Simplification: « Customised » lump sums

Advantages

- Grant linked to **results**
  - ✓ If you deliver what is in the grant agreement, the grant will be paid
- based on **applicants' own** budget and work packages
- No Agency financial reporting / audits

Customised LS = NOT pre-defined in the call

But….

- Detailed planning needed **before** writing the application:
  - ✓ Organise activities and deliverables in work packages
  - ✓ Budget – per organisation **and** per workpackage
- Grant may be reduced:
  - ✓ partial implementation
  - ✓ Amendments possible

European Commission

Webinar: The Funding & Tenders Portal for beginners

- **Video tutorial:** https://ec.europa.eu/research/participants/docs/h2020-funding-guide/other/event210527.htm

- **Online Manual** – a resource for applicants and selected projects: https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual

European Commission

Where can I find the Culture calls?

Where can I find the Culture calls?

Where can I find the Culture calls?

3 things before you start: read, read and read!

What? Who? When? Where? How? How much? How many?

✓ The summary of the call in F&TP

✓ The call

✓ The template for making an application

European Networks of Cultural and Creative Organisations

TOPIC ID: CREA-CULT-2021-NET

Grant

General information

Topic description

Conditions and documents

Partner search

Submission service

Topic related FAQ

Get support

Call information

Call updates

General information

Programme	Work programme part
Creative Europe Programme (CREA)	**CREA-2021**

Call

European Networks of Cultural and Creative Organisations (CREA-CULT-2021-NET)

Type of action
CREA-LS CREA Lump Sum Grants

Deadline model	Opening date
single-stage	**08 June 2021**

European Commission

Before starting your application

General information	**Topic conditions and documents**
Topic description	
Conditions and documents	1. **Eligible countries:** as described in the Call document.
Partner search	2. **Eligibility and admissibility conditions:** as described in the Call document.
Submission service	3. **Proposal page limits and layout:** Please refer to Part B of the standard proposal template.
Topic related FAQ	4. **Evaluation**
Get support	Evaluation criteria, scoring, threshold and process are described in the Call document.
Call information	5. **Indicative timetable for evaluation and grant agreement:** as described in the Call document.
Call updates	

Topic conditions and documents

1. **Eligible countries:** as described in the Call document.

2. **Eligibility and admissibility conditions:** as described in the Call document.

3. **Proposal page limits and layout:** Please refer to Part B of the standard proposal template.

4. **Evaluation**

Evaluation criteria, scoring, threshold and process are described in the Call document.

5. **Indicative timetable for evaluation and grant agreement:** as described in the Call document.

Publication of the call: June 2021

Deadline for submitting applications: August, 26 2021 17:00 (Brussels Time)

Evaluation period: September 2021

Information to applicants: October 2021

Signature of grant agreement: October - December 2021

6. **Proposal templates, guidance and model grant agreements (MGA):**

   Standard proposal template
   Call document

202 2021 Annual Work Programme for the implementation of the Creative Europe Programme
Mono/Multi-beneficiary Model Grant Agreement

⬑ Go back to search results

Call document 2021
✓ Call-specific
✓ No Guide for Applicants

Proposal template
✓ Detailed project description
✓ Same for all culture calls
✓ Some call-specific sub-questions

European Commission

Understanding the jargon

Glossary:
- Support
  - Guidance & Manuals
    - Glossary

Glossary:
- **Terms used** in the eGrants system, grant agreements, calls etc;
- **Always check** in the call (some explanations not relevant for Culture)

If you need partners to complete a consortium

Approach to planning – *not a 1-person job*!

1. **Objectives, activities and key players of the project**: Be clear about what you want to do; what issue will this project tackle? What are the needs?

2. **Check with the call**: Does it fit into the scope of the programme / scheme? If not, can you change it to enable it to fit in?

3. **Organise project** into **work packages**: Check the call for compulsory work packages. Identify a lead partner for each one (where necessary). Work with your staff and partners (where necessary) to establish who does what and when – split this into work packages with objectives, activities, timeline and deliverables

4. Work on the **budget** for **each work package** and **each organisation**: Each organisation needs to establish a budget for each work package they are involved in

How are the proposals assessed?

ADMISSIBILITY CRITERIA

▶ Submission requirements

ELIGIBILITY CRITERIA

▶ Countries
▶ Number of organisations
▶ Activities in scope
▶ duration

FINANCIAL AND OPERATIONAL CAPACITY AND EXCLUSION

▶ Expertise and solvency
▶ Situations of exclusion (eg bankruptcy)

AWARD CRITERIA

▶ Evaluation of the quality of the proposal

European Commission

Admissibility criteria

- Submission **deadline** *(NO late submissions)*

- Applications must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System *(NO applications by email / on paper)*

- Applications (including annexes and supporting documents) must be submitted using the **templates provided in the Submission System** *(NOT the template on the topic page > for info only)*

- Page limit: **70 pages**
  - ✓ *Don't delete instructions*
  - ✓ *Extra pages will not be readable by the experts or the Agency*
  - ✓ *Don't include links to essential info. > evaluation on your answers to questions and mandatory annexes*

- The applications must be **readable**, **accessible and printable**
  - ✓ *Min 9 point typeface*
  - ✓ *Written in eligible language (see section 13 of Call – language understood by partner organisations)*

- Applications must be **complete** containing all parts and mandatory annexes

Call sections 4 and 5

European Commission

Eligibility criteria

- **Participating organisations** (co-ordinator & partners)
    - ✓ *Year of registration (> 2 years before deadline)*
    - ✓ *Minimum number of organisations*
    - ✓ *Minimum number of participating countries*
    - ✓ *Country of registration*
- **Eligible activities**
    - ✓ *Under section 2*
    - ✓ *Financial support to 3rd parties*
    - ✓ *Duration*

- **Duration** of the project
    - ✓ *Call-specific*

TABLE OF CONTENTS

European Commission

Eligibility criteria – eligible countries

6. Eligibility

Eligible participants (eligible countries)

In order to be eligible, the applicants (beneficiaries and affiliated entities) must:

- be legal entities (public or private bodies)
- be established in one of the eligible countries, i.e.:
  - Creative Europe Participating Countries:
    - EU Member States (including overseas countries and territories (OCTs))
    - non-EU countries:
    - listed EEA countries and countries associated to the Creative Europe Programme (associated countries) or countries which are in ongoing negotiations for an association agreement and where the agreement enters into force before grant signature
- The coordinator must have had a legal existence for at least 2 years on the date of the deadline for submission.

List of non-EU Participating Countries in the Creative Europe Programme

EFTA countries which are part of the European Economic Area (EEA)[1]

- Iceland has expressed interest to participate in the Creative Europe Programme as from 01 January 2021
- Norway has expressed interest to participate in the Creative Europe Programme as from 01 January 2021
- Liechtenstein has expressed interest to participate in the Creative Europe Programme as from 01 January 2021

Acceding countries, candidate countries and potential candidates[2]

- Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, North Macedonia and Serbia: association agreement process started. Entry into force expected in November 2021 with retroactive effect from 1/01/2021.
- Turkey has expressed interest to join the Creative Europe Programme

European Neighbourhood Policy countries[3]

- Armenia, Georgia, Moldova, Tunisia and Ukraine: association agreement process started. Entry into force expected in November 2021 with retroactive effect from 1/01/2021.
- Azerbaijan, Belarus, Algeria, Egypt, Israel, Jordan, Lebanon, Morocco and Palestine have expressed interest to join the Creative Europe Programme.

Other countries

- Faroe Islands has expressed interest to join the Creative Europe Programme.

Click

- ✓ Will be updated as formalities are completed
- ✓ Associated countries need to have completed formalities before contract signature
- ✓ If a successful application fails to meet eligibility, it will be rejected and a reserve list project will be offered a contract

European Commission

Financial and operational capacity

- **Financial capacity = *solvency***
  - ✓ Based on annual accounts (**profit and loss** and **balance sheet**).
  - ✓ Upload in **Participant Portal** (where you registered your organisation for the PIC)
  - ✓ **NOT submitted with application**: applicant contacted when these need to be provided
  - ✓ All beneficiaries (**partners and affiliated entities**)
  - ✓ **Public bodies exempt** (including **organisations receiving > 50% from public sources** for past 2 years)

- **Operational capacity = *expertise***
  - ✓ Expertise provided in section 3 of Part B – Project Management – particularly **staff in project teams**
  - ✓ Persuade the evaluators that, if proposal accepted, the **resources are available to implement it well**
  - ✓ 2 actions require **CVs** in annex (**PECE** and **NET**)

7. Financial and operational capacity and exclusion 19
   Financial capacity ....
   Operational capacity ....
   Exclusion 20

3. PROJECT MANAGEMENT 8
   3.1 Consortium management and decision-making ....
   3.2 Project teams, staff and outside resources..................................
   3.3 Cost effectiveness and financial management ....
   3.4 Project management, quality assurance, risk management and m...........

3.2 Project teams, staff and outside resources

Project teams and staff

Describe the project teams and how they will work together to implement the project.

List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc. — use the same profiles as in the detailed budget table, if any) and describe briefly their tasks.

For Circulation of European literary works: Attach CVs of translators.

For Pan-European cultural entities: Attach CVs of artistic staff (as defined in the Call document).

Name and function	Organisation	Role/tasks/professional profile and expertise

European Commission

Exclusion criteria – declaration

Application forms

| Table Of Contents | Validate Form | Save | Save&Close |

Proposal ID   101048379

Acronym   GillNetTest

Declarations   [?]

Field(s) marked * are mandatory to fill.

1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. *   ☑

2) We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions).   ☑

3) We declare:
   - to be fully compliant with the eligibility criteria set out in the call
   - not to be subject to any exclusion grounds under the EU Financial Regulation 2018/1046
   - to have the financial and operational capacity to carry out the proposed project.   ☑

4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the Funding & Tenders Portal Terms and Conditions.   ☑

5) We have read, understood and accepted the Funding & Tenders Portal Terms & Conditions and Privacy Statement that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits).   ☑

The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour.

**False statements** or incorrect information may lead to administrative sanctions under the EU Financial Regulation.

Call section 7

Application Part A

Exclusion criteria are based on a declaration in Part A of the application.
Read each declaration carefully

European Commission

Starting the application process

Create your EU Login account

unique identifier for **individuals**

European Commission | Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

SEARCH FUNDING & TENDERS ▼ | HOW TO PARTICIPATE ▼ | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT ▼

Use the **Partner Search** offered in this site **to select an organisation based on their profile or their previous participation.**

3 Create an EU Login account

Each user has to have an EU Login account to log in on the Portal. If you already have such an account, you can use it for any interactions supported on this site from proposal submission to reporting.

If you do not have an account yet, you need to create it by clicking on the REGISTER button. Otherwise you get access only to the public services of the site (eg. searching funding opportunities, reading guidance, etc.)

Register an EU login account

European Commission

The organisation(s) need a PIC

- **PIC number** — unique identifier for **organisations**. You receive a 9-digit number after you register in the Portal Participant Register.

- **Before creating a new PIC**, check if your organisation is already registered and has a PIC: the same PIC is to be used for applications under all EU programmes

- The **coordinator**, the **beneficiaries** and **affiliated entities** need to have a PIC to complete the application. Not needed for Associated Partners, Subcontractors or other participants.

Participant Register   ⊕ Need help?

If you want to participate in a call for proposals or in a call for tenders with eSubmission, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.

Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

Search a PIC

Register your organisation

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

Register your organisation

European Commission

You can now start the submission of your application

General information

Topic description

Conditions and documents

Partner search

Submission service ⬅ **1**

Topic related FAQ

Get support

Call information

Call updates

To access the Electronic Submission Service, please click on the submission-button next to the **type** your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and sele

Please select the type of your submission:

🔘 CREA Lump Sum Grants [CREA-LS], CREA Lump Sum Grant [CREA-AG-LS] ⬅ **2**

[Start submission] ⬅ **3**

[🌐 Need help?]

Topic related FAQ

There are no FAQ related to thi

European Commission | Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

☰ Manage my area 🏠 SEARCH FUNDING & TENDERS ▼ HOW TO PARTICIPATE ▼ PROJECTS

🏢 My Organisation(s)

○ Grants ⌄

▤ My Proposal(s)

🌐 My Formal Notification(s)

💡 My Expert Area

⚠ • My Experts Area in the F&T Portal is currently experiencing technical issue
• Grant Management Services in the F&T Portal is currently experiencing tec

My Proposal(s)

Results: **9**

Submit at least 48 hours before deadline

European Commission

Step by step, and in time

1 – all applications involving you

2 – time left

3 edit

You can go back easily to your draft application.

Do not wait until the last minute to submit
- ✓ You can always go back and improve your application
- ✓ Helpdesks and mailboxes overwhelmed with last-minute questions and problems

How to create your proposal

Support & Helpdesk

- Online Manual
- IT How To
- IT Helpdesk
- FAQ

tip

E-FORM

Basic input project details (Parts A & C)

Download, complete & upload Part B documents

Validation & submission

Part A

Summary project features

Summary budget

Commission priorities

To be completed online

Part B

Description of the action
(Word > pdf)

Detailed budget table
(xlsm > xls or xlsx)

List of previous projects
(Word from final page of Description of the action > pdf)

Other Call-specific annexes
(see call)

Part C

Call–specific data

Not for PECE call

To be completed online

European Commission

Edit the E-Form

Select your organisation

Define your role

Acronym and project summary

Edit the E-Form – organisations

Participants

Deadline
07 September 2021 17:00:00 Brussels Local Time

In this step you as coordinator should manage and review the participants of your proposal.

Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save Changes" button.

Call data:

Number of participants: 1 ❓

Call: **CREA-CULT-2021-COOP**
Topic: **CREA-CULT-2021-COOP-1**
Type of action: **CREA-LS**
Type of MGA: **CREA-AG-LS**

🏛 Coordinator

⚠ Topic and type of action can only be changed by creating a new proposal.

1 ✏ **tokio**

Add Affiliated Entity +

Contacts: ❓

Add contact +

Test Org
test, JP
PIC: 903605635

Gillian MCLAUGHLIN - Main contact ✏ >

Change organisation   Contact organisation

Add Partner +   Add Associated partner +

!tip

Add **Partner** (P), **Affiliated Entity** (AE), **Associated Partner** (AP):
- ✓ P: full partner = beneficiary of grant
- ✓ AE: like Goethe Institute headquarters + national centres
- ✓ AP: contributes but cannot receive grant (participates at 100% own cost)

GLOSSARY

European Commission

Edit forms

Proposal forms

Deadline
26 August 2021 17:00:00 Brussels Local Time

In this step you can edit the Administrative Forms and upload the proposal itself. ❓

Your proposal contains changes that have not yet been submitted.

Call data:

Call: CREA-CULT-2021-NET

Type of action: CREA-LS
Type of MGA: CREA-AG-LS

⚠ Topic and type of action can only be changed by creating a new proposal.

Administrative forms

Edit forms ✏ | Edit Part C

Part A

Part C

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ❓

Part B	❓	Upload ☁
Detailed budget table	❓	Upload ☁
List of previous projects	❓	
List of members	❓	Upload ☁

Template last page Part B

Proposal data:

Acronym: TEST NET 2
Draft ID: SEP-210756537

Download Part B templates

⬇ Download part B templates

Part B Zip file

◀ BACK TO PARTICIPANTS LIST | VALIDATE | SUBMIT

European Commission

Part A – General info, Participants, Budget

Call: CREA-CULT-2021-NET
(European Networks of Cultural and Creative Organisations)

Topic: CREA-CULT-2021-NET

Type of Action: CREA-LS
(CREA Lump Sum Grants)

Proposal number: SEP-210756537

Proposal acronym: TEST NET 2

Type of Model Grant Agreement: CREA Lump Sum Grant

Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
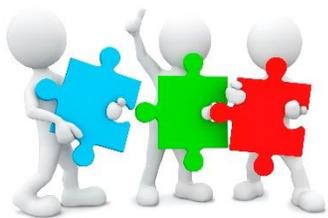
*In line with **Part B***

To view the different sections in the form, you may either use the scroll bar or the blue "**Show**" buttons as seen in the Table of contents.

European Commission

Part A – General information tab

Application forms

Table Of Contents | Validate Form | Save | Save&Close

Proposal ID 101048379
Acronym GillNetTest

1 - General information

?

Field(s) marked * are mandatory to fill.

Topic	CREA-CULT-2021-NET	Type of Action	CREA-LS
Call	CREA-CULT-2021-NET	Type of Model Grant Agreement	CREA-AG-LS

Acronym: GillNetTest

Language: *Please select a language*

Proposal title *: Just another test

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Duration in months: 48

Fixed keyword 1: *Word or words that best describe(s) the subject of your project.* | Add

Free keywords: *Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).*

- **Language**
  - ✓ in which the application is written
- **Duration**
  - ✓ check call eligibility for max duration
- **Fixed keywords**
  - ✓ Culture sectors:
  - ✓ select in order of importance – 1st main sector of project; 2nd choice if required
- **Free keywords**
  - ✓ if selected these keywords will help people find your project in the system

European Commission

Part A: General information – Add Commission priorities relevant to your project

How will your project contribute to the Priorities of the European Commission?

Please select at least one Priority or not applicable. For each Priority selected, indicate also at least one Domain and at least one Policy Area.

Visit the EC website https://ec.europa.eu/info/strategy/priorities-2019-2024_en for more information. ⬅️ **1 - Read**

◉ Priorities are applicable   ◯ Priorities are not applicable ⬅️ **2**

Add Priorities ⬅️ **3**

1	**Priority:** 1 - A European Green Deal **Domain:** D-1-4 - Preserving Europe's natural environment **Policy area:** P-1-7 - Sustainable industry	Remove
2	**Priority:** 3 - An economy that works for people **Domain:** D-3-4 - Europe's social pillar **Policy area:** P-3-6 - Youth employment	Remove

EACEA ver 1.00 20210604   Page 1 of 3   Last saved   04/06/2021 19:09

Include priorities only if project addresses any in a significant way
- ✓ Only for statistical and communication purposes
- ✓ Not related to the evaluation procedure
- ✓ No advanage or disadvantage

European Commission

Part A: General information – Declarations

Declarations   [?]

Field(s) marked * are mandatory to fill.

1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. *   ☑

2) We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions).   ☑

3) We declare:
- to be fully compliant with the eligibility criteria set out in the call
- not to be subject to any exclusion grounds under the EU Financial Regulation 2018/1046
- to have the financial and operational capacity to carry out the proposed project.   ☑

COMPULSORY

4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the Funding & Tenders Portal Terms and Conditions.   ☑

5) We have read, understood and accepted the Funding & Tenders Portal Terms & Conditionsand Privacy Statement that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits).   ☑

The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour.

False statements or incorrect information may lead to administrative sanctions under the EU Financial Regulation.

European Commission

Part A – Participants tab

Application forms

Table Of Contents **Save** **Save&Close**

Proposal ID **SEP-21075424**

Acronym **GillDeskTest**

2 - Participants

List of participating organisations

#	Participating Organisation Legal Name	Country	Action
1	CIANT MEZINARODNI CENTRUM PRO UMENI A NOVE TECHNOLIGIE V PRAZE	Czechia	Show Participants Details
2	Test_BE	Belgium	Show Participants Details

Complete data requested in
« **Show Participants Details** »
✓ Contact details
✓ Links with other participants

click

European Commission

Part A – Budget

Application forms

Proposal ID **SEP-210755424**

Acronym **GillDeskTest**

3 - Budget

No	Name of Beneficiary	Country	Requested grant amount
1	Ciant	CZ	0,00
2	Test_be	BE	0,00
	Total		0,00

✓ Complete AFTER the work packages and budget table have been finalised

✓ Must = grant requested in the « Detailed budget table »

TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)	E. Indirect costs 7% (rounded to zero decimals)	TOTAL COSTS (A+B+C+D+E)	Max EU CONTRIBUTION	Requested EU - CONTRIBUTION	
628.500	43.995	672.495	192.447,22	192.447,22	✓
572.765	40.094	612.859	175.381,25	175.381,25	✓
235.700	16.499	252.199	72.171,53	72.171,53	✓
1.436.965	100.588	1.537.553	440.000,00	440.000,00	✓

E 001 | BE 002 | BE 003 | Estim costs of the project | **Proposal Budget** | BE-WP Overview | BE-WP Perso ...

Part A – Validate form

Application forms

Proposal ID **SEP-210747445**
Acronym **Acronym**
Short name **Test Camelia-Valeria**

Validation result

Show Error The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

Section	Description	
General Information	At least 1 priority has to be selected	Show Error
Budget	This section has not been validated yet	Show Error
Test Camelia-Valeria	Department Name - missing entry	Show Warning
Test Camelia-Valeria	Department Street name - missing entry	Show Warning
Test Camelia-Valeria	Department Town name - missing entry	Show Warning
Test Camelia-Valeria	Department Post Code - missing entry	Show Warning

Table Of Contents **Validate Form** **Save** **Save&Close**

Error and Warning buttons:

✓ Explain the error
✓ Will take you to correct screen

European Commission

Part B – Application form
detailed description of the project

Application form template

Creative Europe Programme (CREA)

Application Form

Administrative Forms (Part A)
Technical Description (Part B)

(CREA CULT and Cross Sectoral Standard)

1 template for all

Page limits

Do not delete!

IMPORTANT NOTICE

What is the Application Form?

The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:.

- • Part A contains structured administrative information
- • Part B is a narrative technical description of the project.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ annexes) in the Submission System. The templates to use are available there.

How to prepare and submit it?

The Application Form must be prepared by the consortium and submitted by a representative. Once submitted, you will receive a confirmation.

Character and page limits:

- • page limit normally **70** pages (unless otherwise provided in the Call document)
- • supporting documents can be provided as an annex and do not count towards the page limit
- • minimum font size — Arial 9 points
- • page size: A4
- • margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

⚠ If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

⚠ Please do NOT delete any instructions in the document. The overall page limit has been raised to ensure equal treatment of all applicants.

European Commission

Part B – Award criteria

Application PART B – call-specific questions

cooperation among EU countries, etc.

Which countries will benefit from the project (directly and indirectly)? Where will the activities take place?

For Pan-European cultural entities: Describe how the project will develop a strategy to fulfil its role as ambassador of European values and ideals though artistic excellence. Specify the concrete measures to be put in place to guarantee visibility.

For European networks of cultural and creative organisation: Describe the European/trans-national dimension and representativeness of the network and its members. Explain its relevance from the point of view of both the sector(s) in which the network operates and the geographical coverage of the Creative Europe Participating Countries?

Insert text

OPTION for Creative Europe Desks:

Complementarity with other actions and crossborder activities

Application PART B – sub-criteria

European Commission

Award Criteria – call document

Award criteria

Relevance

Quality of content and activities

Project management

Dissemination

- 4 headings: common to all Creative Europe actions
- Applications scored out of 100
- Weighting per award criterion specific to each call (see section 9 of Call)
- Threshold:
  - ✓ *All calls – at least 50% for each award criterion*
  - ✓ *Overall threshold (X%) – specific to each call*

European Commission

Part B – Application form – Work packages

Work package 1
Project management

- Objective
  - Activities
  - Milestones
  - Deliverables
  - Tasks
    - Participants involved
    - Subcontracting / In-kind

Work package 2
Implementation

- Objective
  - Activities
  - Milestones
  - Deliverables
  - Tasks
    - Participants involved
    - Subcontracting / In-kind

Work package 3
Dissemination

- Objective
  - Activities
  - Milestones
  - Deliverables
  - Tasks
    - Participants involved
    - Subcontracting / In-kind
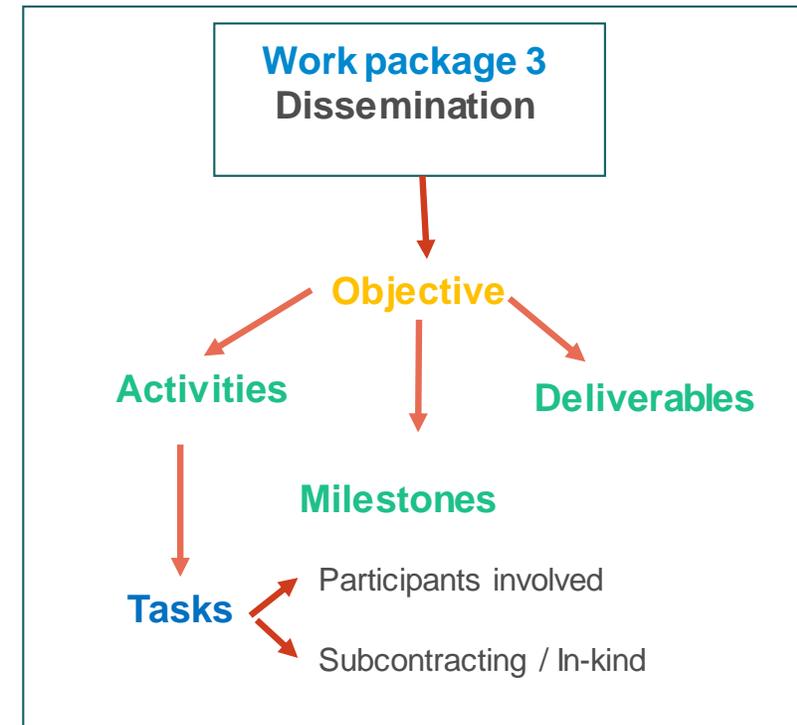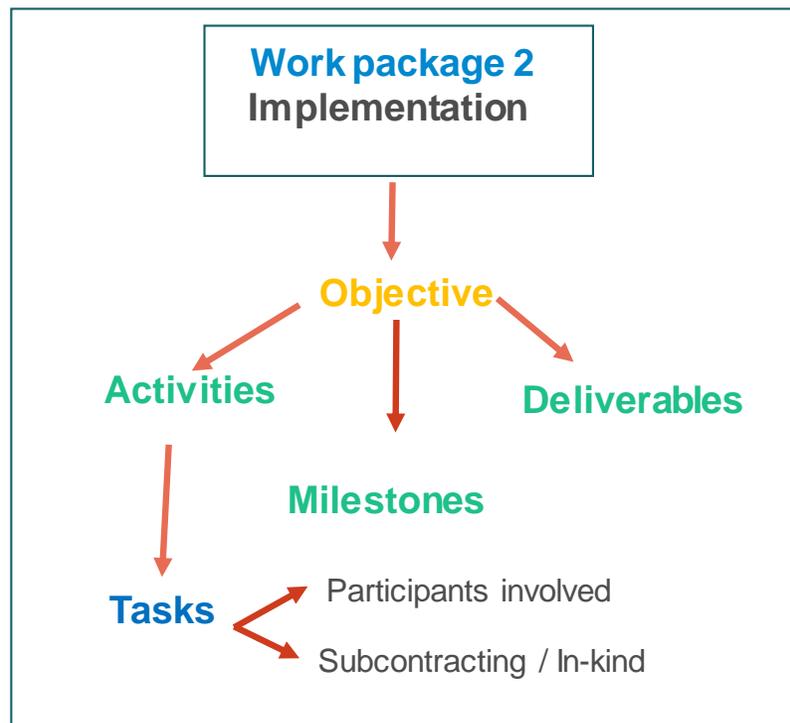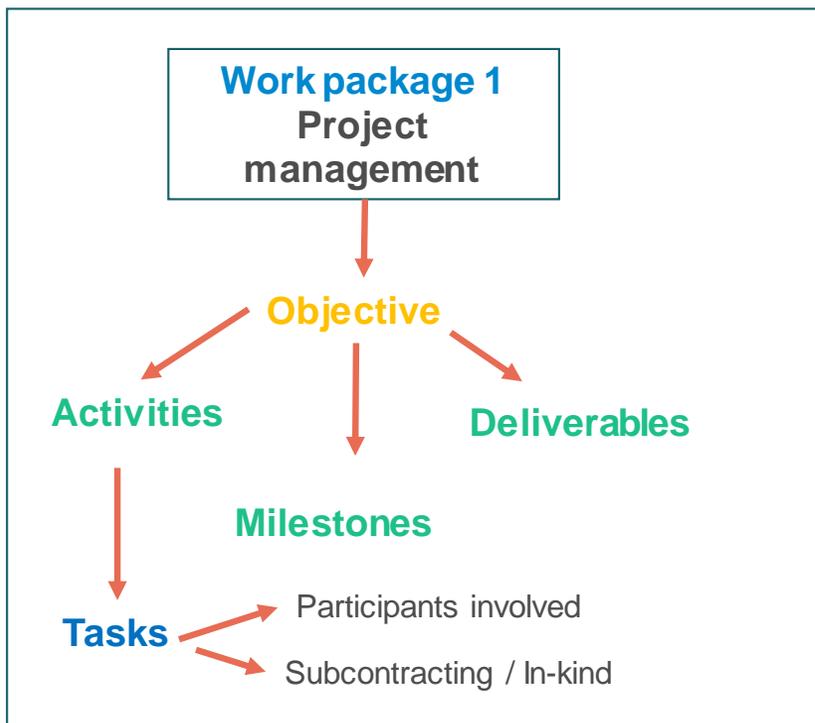
CHECK CALL FOR SPECIFIC REQUIREMENTS

FINANCIAL SUPPORT TO THIRD PARTIES → CHECK CALL

European Commission

Part B – Application form – Work packages

Work Package 1: [Name, e.g. Project management and coordination]

| Duration: | MX - MX | Lead Beneficiary: | | 1-Short name |

Objectives

List the specific objectives to which this work package is linked.

•

Activities (what, how, where) and division of work

Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.

Show who is participating in each task: Coordinator (COO), and if applicable Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP) and others, indicating in bold the task leader.

Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.

Note:

In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the in-kind contributions that are provided in the context of this work package.

The coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted. If there is subcontracting, please also complete the table below.

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting
			Name	Role (COO, BEN, AE, AP, OTHER)	(Yes/No and which)
T1.1					
T1.2					

GLOSSARY

See Call (Section 10) for mandatory WPs

ALIGNED with Part B **BUDGET**

European Commission
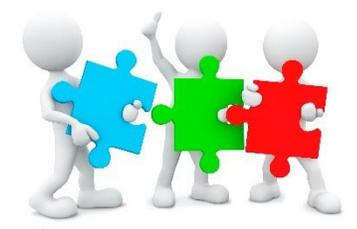
Part B – Application form – Work packages

MILESTONES
- ✓ key points in the implementation of a work package

DELIVERABLES
- ✓ Outputs that can prove event took place, quality, quantity.
- ✓ Can be uploaded in the system. Required to trigger payments.

DUE DATE
- ✓ Month number

Deliverables are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc.

It is recommended to limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.

For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.

For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).

For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

The labels used mean:

Public — fully open (⚠ automatically posted online on the Project Results platforms)

Sensitive — limited under the conditions of the Grant Agreement

EU classified —RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444.

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification
MS1		1				
MS2		1				

Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No 1	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1		1		FREE TEXT	LOCAL NATIONAL EU		

European Commission

Part B – Application form – Work plan

Work Package 1: [Name, e.g. Project management and coordination]

Duration:	MX - MX	Lead Beneficiary:	1-Short name

Objectives

List the specific objectives to which this work package is linked.

-

Activities (what, how, where) and division of work

Provide a concise overview of the work (planned tasks). There should be a limited number of tasks per work package: the definition of tasks should enable the lead beneficiary to monitor the overall progress of the work package. Be specific and give a short name and number for each task.

Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating in bold the task leader. .In monobeneficiary projects the 'COO' and 'BEN' are the same.

Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.

Note:
In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the in-kind contributions that are provided in the context of this work package.

The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1					
T1.2					

Timetable (projects of more than 2 years)

Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.

Note: *Use actual, calendar years and quarters. In the timeline you should indicate the timing of each activity per WP. You may add additional columns if your project is longer than 6 years.*

ACTIVITY	YEAR 1				YEAR 2				YEAR 3				YEAR 4				YEAR 5				YEAR 6			
	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Task 1.1 - …																								
Task 1.2 - …																								
Task …																								
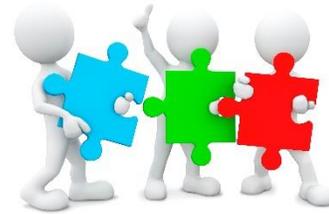
Timetable (projects up to 2 years)

Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.

Note: *Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.*

ACTIVITY	MONTHS																							
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24
Task 1.1 - …																								
Task 1.2 - …																								
Task …																								

ALIGNED WITH INFORMATION PROVIDED FOR EACH WORK PACKAGE

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Part B – Application form – Subcontracting

Subcontracting

Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).

Subcontracting — Subcontracting means the implementation of 'action tasks', i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.

Note: Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants to have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.

Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of project coordination tasks).

Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
	S1.1					
	S1.2					

Other issues:	Insert text
If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.	

CORE TASKS of the project (management) **CANNOT** be subcontracted

*Information to be aligned with **Part B Budget***

European Commission

Part B – Application form – Annexes

Check call section 5
- ✓ required annexes
- ✓ Template requirements
- ✓ List of previous projects (last page Part B)

Part B – Budget

Part B – Budget- Funding mechanism

- Decision of the European Commission to use **simplified forms of grants** in the implementation of EU programmes

- Grant = **lump sum contribution** to the project costs
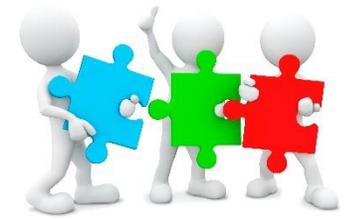
- **Calculation** of lump sum grant :

    - Estimated budget submitted by the applicant

    - Evaluation results

    - Funding rates

        ✓ **Call section 10**

€ - Max. grant

% - Cofinancing rate

10. Legal and financial set-up of the Grant Agreements...............................
    Starting date and project duration ....
    Milestones and deliverables..
    Form of grant, funding rate and maximum grant amount.......................
    Budget categories and cost eligibility rules...
    Reporting and payment arrangements...
    Prefinancing guarantees ....

Part B – Budget- Budget form

- Protected **excel** workbook with macros (.xlsm)

  - ✓ download from e-form in excel for Windows & complete
  - ✓ Save as .xls or .xlsx
  - ✓ Upload in system

- Read carefully the **instructions** in the first workbook sheet

- Complete in **€**

- Save and **apply changes** every time you update it

- Use the « **any comments** » sheet for all explanations

- **Only complete** the following sheets:


```
7z 7-Zip
File   Edit   View   Favorites   Tools   Help
  ➕        ➖        🔽        ➡️        ➡️        ❌        ℹ️
  Add     Extract    Test      Copy      Move      Delete    Info

C:\Users\laughgi\Downloads\templates (4).zip\

Name
Tpl_Detailed Budget Table (CREA LSII).xlsm
Tpl_List of Members (CREA CULT NET).xlsx
Tpl_Application Form (Part B) (CREA CULT).rtf
```

| Instructions | Beneficiaries List | Work Packages List | BE 001 | Estim costs of the project | Proposal Budget | BE-WP Overview | BE-WP Person Days | Depreciation Costs | Any comments |

Budget template – instructions tab

1. Read the instructions
2. Follow the instructions!
   - ✓ Excel for windows with macros – xlsm
   - ✓ Complete
   - ✓ Save as xls or xlsx to upload
   - ✓ Keep xlsm

Part B –Budget form – Instructions tab

ANNEX 1 to Part B
Detailed Estimation of Costs for Lump Sums

Instructions

1	This proposal workbook for Lump Sum calculation must be uploaded as an additional document in the step called 'Fill in Proposal' of proposal submission. Please note that if you do not upload the Excel workbook, the proposal cannot be submitted (the system will not allow you to sumit).
2	According to the Lump sum scheme, the lump sum for a Work Package (WP) will be paid only when the entire Work Package has been completed. Please take it into consideration while structuring your proposal. Work Packages should be designed in a way that enables to clearly identify whether the action has been completed.
3	We recommend using Excel 2010 or more recent.
4	The only currency used in this worksheet is EURO.
5	The first thing you need to do is to **set the appropriate Maximum Grant Amount in row 32 of this sheet and the % of cofinancing in row 33** **(both in column E)**. This data can be found on the Portal under Topic Conditions section 6. Proposal templates, guidance and model grant agreements (MGA)

Must be aligned with **Call Section 10**

FILL IN THE BELOW VALUES BEFORE STARTING:

Insert the name of your call :	
Insert the acronym of your project :	
Maximum amount for the EU CONTRIBUTION :	150.000,00 €
Co-financing rate :	80,00%

PRINT PDF

Double-Click to activate

A. DIRECT PERSONNEL COSTS

A1. Employees (or equivalent) man days (you can change the types based on your structure)

Director	
Desk officer	
Administrator	
IT support	
Other	

A1. Employees (or equivalent)

Type 1	
Type 2	
Type 3	
Type 4	
Other	

Can be harmonised at the level of the project

European Commission

Part B – Budget- Budget form

Beneficiaries List

ALWAYS DOUBLE CLICK FOR **APPLYING CHANGES** AND ACTIONS (add, remove)

Part B – Budget- Budget form

- **WP Nbr** is automatically generated once you click on « **Add a Work Package** »
- **WP Label** must be input manually (in line with Part B work packages)
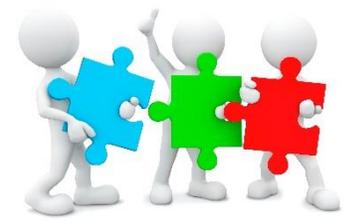
Part B work packages

Part B – Budget- Budget form

- **Estimate the costs** using the same methodology as actual cost-based grant agreement

- **Template for each partner budget** is generated automatically after creating list of Beneficiaries and Work Packages

- The « Bex » budgets include costs of **Affilliated Entities**

- A budget must be entered **by each partner for each work package**

  … **in 5 steps**
  1. Plan the work packages
  2. Agree Titles / lead beneficiary / partners involved
  3. Agree activities and deliverables for each work package / who does what
  4. Each partner organisation creates budget for each Work Package
  5. Coordinator compiles project budget table

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Part B – Budget- « Bex » tabs

1 BUDGET per BENEFICIARY and per WORK PACKAGE

		BE 001 Test Org		BE 001
BE 001 Test Org	UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	TOTAL COSTS
Total WORK PACKAGES:			672.495	672.495
Planning & Management & Consultancy				
A. DIRECT PERSONNEL COSTS			297.500	297.500
A1. Employees (or equivalent) man days			293.000	293.000
Director	25	500	12.500	12.500
Desk officer	440	400	176.000	176.000
Administrator	220	300	66.000	66.000
IT support	110	300	33.000	33.000
Other	55	100	5.500	5.500
A.2 Natural persons under direct contract	10	450	4.500	4.500
A.3 Seconded persons			-	-
A.4 SME Owners without salary			-	-
A.5 Volunteers			-	-
B. Subcontracting costs	2	10.000	20.000	20.000
C. Purchase costs			269.500	269.500
C.1 Travel and subsistence per travel or day			147.500	147.500
Travel	200	300	60.000	60.000
Accommodation	400	100	40.000	40.000
Subsistence	500	95	47.500	47.500
C.2 Equipment (please refer to the Depreciation Cost sheet)	10	500	5.000	5.000
C.3 Other goods, works and services			117.000	117.000
Consumables	25			
Services for Meetings, Seminars, Events	40			
Services for communication/promotion/dissemination	25			
Website	1			
Fees (artistic, speakers, writing, cast, rights, etc)				
Production costs and technical costs of prototyping				
Short-term rental of surfaces, venues or studios (eg for productions, rehearsals, events	60			
Other	1			
D. Other cost categories				
D.1 Financial support to third parties				
TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)				
E. Indirect costs 7% (rounded to zero decimals)				
TOTAL COSTS (A+B+C+D+E) -			628.090	628.090

WP 001

Direct personnel
- ✓ Unit = day
- ✓ 215 working days per year (see AGA)
- ✓ SME owners without salary – unit costs (see AGA)

Subcontracting costs
- ✓ Explain in Part B

Indirect costs – 7% excl. subcontracting
- ✓ Calculated for each Work Package and each partner

Subcontractors vs suppliers of goods, works and services

Subcontracts	Purchases
Subcontracts concern the implementation of 'action tasks', i.e. parts of the project/project tasks that have been outsourced.	Purchases concern travel, equipment and goods and services that are necessary for the beneficiaries to implement the work (can range from big equipment to petty goods).

Part B – Budget- Depreciation tab

TOOL: DEPRECIATION COSTS LIST											
BE nr	Beneficiary name	WP nr	Work Package name	Resource type	Short name of the investments	Date of purchase	Purchase cost	% used for the project	% use for lifetime of the investment	Charged depreciation costs per investment	Justification: Needed info for depreciation
1	Beneficiary 1	2	Research	Equipment	PC	1/01/2021	1.500	50%	25%	188	
1	Beneficiary 1	3	Activities	Equipment	Beamer	1/01/2021	900	75%	10%	68	
										-	

Part B – Budget- key tabs for evaluation of applications

TOTAL PERSON/DAYS FOR ALL BENEFICIARIES PER WP (INCLUDING LINKED THIRD PARTIES)

BE NR/AE	Acronym	WP 001 Planning & Management & Consultancy	WP 002 Implementation	WP 003 Communication & Dissemination	WP 004 Attendance at events	Maximum Grant Amount
Test Org	TO	860	25	1	-	886
Genicol_test	GT	1.180	22	60	-	1.262
TOTAL	Consortium	2.040	47	61	-	2.148

Total for all beneficiaries by work package   440.000 EUR

BE NR/AE	Acronym	WP 001 Planning & Management & Consultancy	WP 002 Implementation	WP 003 Communication & Dissemination	WP 004 Attendance at events	Maximum Grant Amount
Test Org	TO	205.473	11.201	3.325	-	220.000
Genicol_test	GT	165.405	20.950	17.027	16.618	220.000
TOTAL	Consortium	370.878	32.151	20.352	16.618	440.000

European Commission

Part B – Budget- Grant requested

Max EU CONTRIBUTION	Requested EU - CONTRIBUTION
221.574,92	220.000,00 ✓
218.425,08	220.000,00 ✓
440.000,00	440.000,00 ✓

Max EU CONTRIBUTION	Requested EU - CONTRIBUTION
221.574,92	500.000,00 ✗
218.425,08	220.000,00 ✓
440.000,00	720.000,00 ✗

Calculated automatically

Input by you

MAX EU CONTRIBUTION = 60 % of 1.335.430 € or 440.000 €

Your maximal EU contribution corresponding to your budget = 440.000 €

Grant requested cannot exceed:
- ✓ max grant (see Call)
- ✓ Max overall % contribution (see Call)
- ✓ Max Call % contribution per partner
- • Will be included in grant agreement
- • May be reduced – explanations will be provided – no negotiation!

TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)	E. Indirect costs 7% (rounded to zero decimals)	TOTAL COSTS (A+B+C+D+E)	Max EU CONTRIBUTION	Requested EU - CONTRIBUTION	
628.500	43.995	672.495	221.574,92	221.574,92	✓
619.565	43.370	662.935	218.425,08	218.425,08	✓
1.248.065	87.365	1.335.430	440.000,00	440.000,00	✓

Part C – Call-specific

Complete online

Annexes – Call-specific

See call

Annexes

Check call for uploading (pdf / xls / xlsx etc)

HELP and USEFUL INFORMATION

- Creative Europe Desks – for support in your own country and your own language: https://ec.europa.eu/culture/resources/creative-europe-desks

- Other support – Call section 12

- F&TP site – Get support tab

  ✓ CE Desk / IT helpdesk / online manuals

Sources of help

As far as possible, please try to find the answers you need yourself, in this and the other documentation (we have limited resources for handling direct enquiries):

▶ [Video tutorial: The Funding & tenders Portal for beginners](#)

▶ [EU Funding & Tenders Portal Online Manual](#)

▶ [Portal FAQ](#) (for general questions)

▶ [Creative Europe Project Results Portal](#)

European Commission

Contact

▶ For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#).

▶ Non-IT related questions related to the calls should be sent to the functional mailbox of each call.

▶ For help related to your project, please contact the Creative Europe Desk in your country. You can find their contact details per country on [this page](#).

European Commission

Keep in touch

Creative Europe: ec.europa.eu/programmes/creative-europe/

EACEA: eacea.ec.europa.eu/

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Thank you

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