



# European Cooperation projects

## CREA-CULT-2025-COOP

**Info Session**

**29 January 2025**

*European Education and Culture Executive Agency*

# Disclaimer

The following presentation is for information purposes only and is not legally binding.

Applicants are requested to refer to the Call for Proposals published on the Funding and Tenders Portal as the ultimate reference regarding the CREA-CULT-2025-COOP call.

# Content

1. European Cooperation projects: the policy priorities for culture and creativity
2. European Cooperation projects: the 2025 call
3. European Cooperation projects : the 2025 call submission environment & mandatory documents
  - Q & A
4. European Cooperation projects: the 2025 call detailed budget table
  - Q & A

# 1. European Cooperation projects : the policy priorities

# Policy framework

- Creative Europe brings together actions supporting the **European cultural and creative sectors** with the objective:
  - Safeguard, develop & promote European cultural and linguistic diversity and heritage
  - Increase competitiveness & economic potential of the cultural and creative sectors
- Contributes to **European policy initiatives** in the field of culture
  - EU Work Plan for Culture 2023-2026
  - New European Agenda for Culture 2018
  - European Green Deal
  - New European Bauhaus.

# EU Work Plan for Culture 2023-2026

## A. Artists and cultural professionals:

Empowering the cultural and creative sectors (CCS)

- Status and working conditions of artists and cultural and creative professionals
- Artistic freedom
- **Digital transformation of the CCS**
- **Green transition of the CCS**
- Enhancing the cultural and creative dimension in the European video games sector

## B. Culture for the people:

Enhancing cultural participation and the role of culture in society

- Culture and promoting democracy
- **Culture and health**
- Role of libraries
- Protection of children and young people from harmful content on digital platforms
- Discoverability of diverse European cultural content in the digital environment

# EU Work Plan for Culture 2023-2026

## C. Culture for the planet:

Unleashing the power of culture

- Cultural statistics
- Cultural governance
- **Climate action through culture**
- **High-quality living environment for everyone**
- **Safeguarding heritage against natural and human-made disasters**
- Fight against trafficking cultural goods

## D. Culture for co-creative partnerships:

Strengthening the cultural dimension of EU external relations

- Governance of the EU strategic approach to international cultural relations
- **Preserving cultural heritage and empowering local CCS in Ukraine**
- **Role of culture in the defense of democracy and human rights**

# New European Agenda for Culture 2018

The ***New Agenda for Culture*** to raise awareness of Europe's shared, diverse heritage proposes to

- harness **the power of culture and cultural diversity** for social cohesion and well-being, by promoting cultural participation, mobility of artists and protection of heritage
- support **jobs and growth in the cultural and creative sectors**, by promoting arts and culture in education, boosting relevant skills, and encouraging innovation in culture
- strengthen **international cultural relations**, by making the most of the potential of culture to foster sustainable development and peace



# Creative Europe contribution to EU Overarching priorities

- Projects financed under CREA will contribute, besides content creation, to:
  - EU greening efforts (network of Green contact points in CREA Desks)
  - Inclusion and gender equality
  - Digital transition & AI
  - International relations (focused on Ukrainian CCS)

## 2. European Cooperation projects : the 2025 call

# Objectives

Only 1 choice

- **Objective 1: Transnational creation and circulation:** to strengthen the transnational creation and circulation of European works and artists;
- **Objective 2: Innovation:** to enhance the capacity of European cultural and creative sectors to nurture talents, to innovate, to prosper and to generate jobs and growth.

# Admissibility criteria

1. Submitted by the call deadline
2. Submitted electronically
3. Using the forms provided in the [Funding & Tenders Portal](#)
4. Completed online (Part A and Part C) and uploaded mandatory annexes (Part B, detailed budget table, list of previous projects)
5. The application must be readable, accessible, and printable
6. Proposal (Part B) limited to 50 pages

# Who can apply? Eligibility criteria

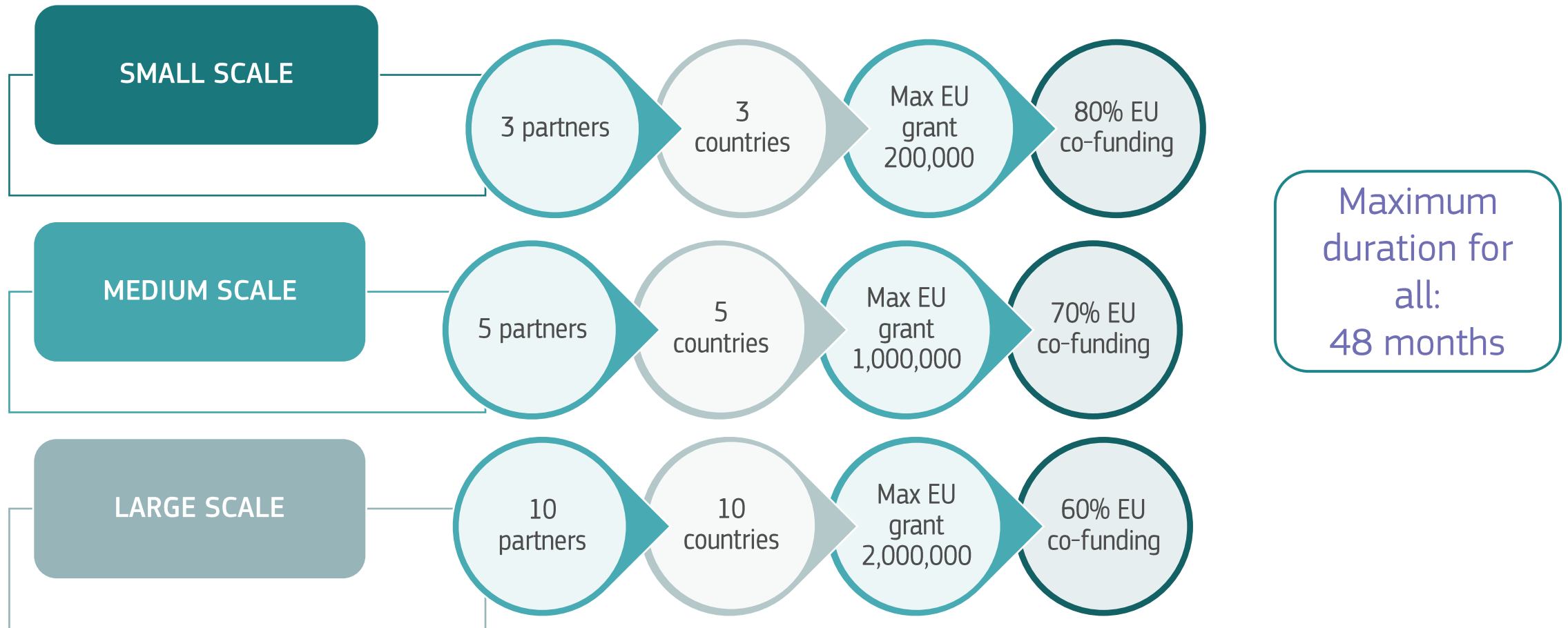
- A. Private or public **legal entities**
- B. Established in an **EU Member State** or other **eligible non-EU participating countries**
- C. Minimum consortium composition (3, 5 or 10 partners) from different countries (according to the category/topic)
- D. The coordinator: **legal existence for at least 2 years on the date of the deadline for submission**
- E. Multiple participation rules
- F. Eligible activities (see part 6 of the call for proposals)



# Who can apply? Multiple participation rules

- An organisation can participate in **maximum 3 applications** as partner, associated partner or affiliated entity and **only once** as coordinator
- Responsibility of the coordinator to ensure the rule eligibility rule is applied by the consortium partners
- If more than 3 applications, the organisation is 'out' of **all** applications submitted with several implications:
  - ineligibility of whole application (not evaluated) if eligibility requirements no longer met
  - partial evaluation of application (without the specific organisation(s) ) – high possibility of reduced scoring

## 3 categories/topics: consortium composition



# Budget

A total budget of over **EUR 59.9 million**:

- ▶ 21 million for Small Scale
- ▶ 21 million for Medium Scale
- ▶ 18 million for Large Scale



# Award criteria: Relevance

**This criterion will take into account the extent to which the proposal:**

- Is relevant to the objectives and priorities of the call;
- Is based on a sound needs analysis;
- Has an European added value/dimension;
- Has innovative aspects;
- Addresses the EU Overarching Priorities of digital transition, EU greening efforts, inclusion and gender equality and international relations.

NEW

# Award criteria: Quality of content and activities

**This criterion will take into account the extent to which:**

- The proposed **concept and methodology** are appropriate for achieving the project's objectives;
- The **project design and workplan** are consistent and coherent with each other;
- The **partnership demonstrates a genuine history of collaboration and integration of new partners** to develop the project. Each organization contributes with specific expertise to the project and **collectively they collaborate** appropriately with each other and in a balanced way;
- The **target groups and audiences** will **benefit concretely** from the project.

NEW

# Award criteria: Project management (1/2)

**This criterion will take into account the extent to which:**

- The project includes **effective mechanisms for coordination** between the participating organisations and proposes an appropriate **governance structure** (including effective communication within the consortium);
- The project involves the **appropriate project teams, staff and outside resources** to successfully implement the work packages;

Through this element of the criteria we will check whether the participants have the professional competencies and qualifications to implement the action and in particular the actions tasks

# Award criteria: Project management (2/2)

**This criterion will take into account the extent to which:**

- The budget is cost effective and allocates appropriate resources to each activity (sufficient/appropriate budget for proper implementation; best value for money);
- The costs in the detailed budget table are clearly based on real costs in the organisations involved and linked to the activities listed in the work packages;

NEW

The budget of the project will be assessed through these two elements

- The measures planned to ensure project implementation are appropriate (including management, risk management, quality assurance and control, planning, monitoring and evaluation).

# Award criteria: Dissemination

**This criterion will take into account the extent to which:**

- The project generates short, medium and long term effects;
- The project includes concrete and effective steps to ensure the sustainability of the project and its capacity to continue having an impact after the end;
- The communication and dissemination strategies have the potential to reach and positively impact the target groups and the relevant stakeholders, as well as the general public; and foresee the visibility of the EU grant.

# Award criteria

<i><b>Award criteria</b></i>	<i><b>Minimum pass score</b></i>	<i><b>Maximum score</b></i>
Relevance	15	30
Quality of content and activities	15	30
Project management	10	20
Dissemination	10	20
<i><b>Overall (pass) score</b></i>	<b>70</b>	<b>100</b>

# Award Criteria: scores

**Pass score** – your proposal scores a total of 70 points or more and passes the threshold of each award criteria -> **put forward for funding**

Example:

30 + 17 + 16 + 13 = 76 (proposal put forward for funding)

26 + 14 + 20 + 20 = 80 (proposal **not** put forward for funding)

\*\*\*\*\*

**Is my score high enough for my proposal to be funded?** – depends on call & topic budget & other proposals

Example:

COOP 1 2024: 30 + 17 + 16 + 13 = 76 (proposal put forward for funding but not enough available budget – lowest score in 2024 was 83)

# 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**.



# 3. European Cooperation projects : the 2025 call submission environment & mandatory documents

# EU Funding & Tenders Portal

 European Commission

EU Funding & Tenders Portal

Sign in

EN

Home

Funding

Procurement

Projects & results

News & events

Work as an expert

Guidance & documents

Search...

1

Filters

Quick search

Select...

Programming period

Creative Europe Programme ...

CREA-CULT-2025-COOP

Submission status

All filters

GRANTS RECOMMENDED FOR YOU

Do you want to receive personalised recommendations? [Log in](#) to your F&T profile or [register](#) an account to activate them.

3 item(s) found

Calendar icon

RSS icon

Opening date / Publication date

Programme

Creative Europe Programme (CREA)

[European Cooperation Projects Small Scale](#)

CREA-CULT-2025-COOP-1 | Call for proposal

Opening date: 10 December 2024 | Deadline date: 13 May 2025 | Single-stage

Open For Submission

Programme: Creative Europe Programme (CREA) | Type of action: CREA Lump Sum Grants

[European Cooperation Projects Large Scale](#)

CREA-CULT-2025-COOP-3 | Call for proposal

Opening date: 10 December 2024 | Deadline date: 13 May 2025 | Single-stage

Open For Submission

Programme: Creative Europe Programme (CREA) | Type of action: CREA Lump Sum Grants

[European Cooperation Projects Medium Scale](#)

CREA-CULT-2025-COOP-2 | Call for proposal


Opening date: 10 December 2024 | Deadline date: 13 May 2025 | Single-stage

Open For Submission

Programme: Creative Europe Programme (CREA) | Type of action: CREA Lump Sum Grants


# Submission screen

## Participants


 **Deadline**  
13 May 2025 17:00:00 Brussels Local Time

111 days left until closure


**Call data**  
Call: CREA-CULT-2025-COOP  
Topic: [CREA-CULT-2025-COOP-1](#)  
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.



**Proposal data**  
Acronym: test call co  
Draft ID: SEP-211118510


**Download Part B templates**  
 [Download part B templates](#)



**Support & Helpdesk**  
[Online Manual](#) [IT How To](#)  
[IT Helpdesk](#) [FAQ](#)


 In this step, the coordinator can manage and review the participants.  
Note: The changes will be applied only after you click the "Save Changes" button.

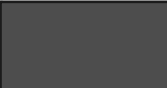
 Call requires at least 3 participant(s) from different Member States and associated countries, currently you have 1.

**Number of participants:** 1  [Reorder](#) 


 **Coordinator**  
Baird Consulting SCS


1  

[Add Affiliated Entity](#) 



  
118-56511118


[Change organisation](#) [Contact organisation](#)


**Contacts** 1 

[Add contact](#) 


**Main contact**  
Raluca IAGHER

[Add Partner](#) 

[Add Associated partner](#) 

[SAVE](#) [SAVE AND GO TO NEXT STEP](#) [NEXT](#)

 European Commission

# Adding partners

- Partners need to be added using the 'Add partners' box
- 'Affiliated entities' and 'associated partners' must be added here but do not count towards the minimum consortium composition
- Attention to coherence with application form part B and budget form (worksheet 'Beneficiaries list')

The screenshot shows a web interface for managing a consortium. At the top, the role 'Coordinator' and the name 'Baird Consulting SCS' are displayed. Below this, there is a section for adding affiliated entities, with a button labeled 'Add Affiliated Entity +' circled in red. A red arrow points from the second bullet point of the list to this button. To the right, there is a 'Contacts' section with a button 'Add contact +' and a card for the 'Main contact' 'Raluca IAGHER'. At the bottom, there are two buttons: 'Add Partner +' and 'Add Associated partner +', both of which are circled in red. Red arrows point from the first and third bullet points of the list to these buttons respectively. Below the 'Add Affiliated Entity +' button, there are two more buttons: 'Change organisation' and 'Contact organisation'.

# Adding partners

IT How To

JANITOM Tomasz Janisz  
Gdansk, PL

Name name

Find your organisation

You may enter a (complete or partial) organisation name (e.g. "Sorbonne" or "Sorbonne Universite"). Entering additional information like country/city usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "FR123456789")

Type your organisation name or PIC \*


250

Search

Add Affiliated Entity +

Main contact

# EU Funding & Tenders Portal

 European Commission

Funding: Submission Service

Welcome Raluca IAGHER RI

✓ Login

✓ Topic selection


✓ Create proposal


✓ Participants

✎ Proposal forms


○ Submit

### Proposal forms

 **Deadline**  
13 May 2025 17:00:00 Brussels Local Time  
  
111 days left until closure

**Call data**  
  
Call: CREA-CULT-2025-COOP  
Topic: [CREA-CULT-2025-COOP-1](#)  
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.

**Proposal data**  
  
Acronym: test call co  
Draft ID: SEP-211118510

**Download Part B templates**  
  
 [Download part B templates](#)



**Support & Helpdesk**  


[Online Manual](#)


[IT How To](#)

[IT Helpdesk](#)


[FAQ](#)

Service Desk:  
 [EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu](mailto:EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu)  
 +32 2 29 92222

 In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal. Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure.  
  
Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible.  
  
Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.


 Your proposal contains changes that have not yet been submitted.

**Administrative forms (Part A)**  


[Edit forms](#) 

[Edit Part C \(KPI\)](#)

[View history](#)

[Print preview](#) 

**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 \*



Detailed budget table \*



CVs



List of previous projects



Other annexes

 [Upload](#) 

 [Upload](#) 

 [Upload](#) 

 [Upload](#) 

 [Upload](#) 

[BACK TO PARTICIPANTS LIST](#)

[VALIDATE](#)

[SUBMIT](#)

# Proposal forms – Part A, B, C and detailed budget table

Part A Part B Part C and Detailed budget table

The screenshot shows a web interface for proposal forms. At the top, a grey header bar contains the text "Administrative forms (Part A)". Below this, a row of buttons is visible: "Edit forms" (highlighted with a red circle and arrow), "Edit Part C (KPI)" (highlighted with a yellow circle and arrow), "View history", and "Print preview". Below the buttons, another grey header bar reads "Part B and Annexes". A text instruction states: "In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments." Below this, there are five upload fields, each with an "Upload" button and an information icon. The first field is labeled "Part B\*" (circled in green with an arrow pointing to the "Edit Part C (KPI)" button). The second field is labeled "Detailed budget table\*" (circled in green with an arrow pointing to the "Edit forms" button). The remaining three fields are labeled "CVs", "List of previous projects", and "Other annexes".

# Part A (online) – 4 sections

1. General information
2. Participants
3. Budget
4. Other questions

Full form Table of contents General Information >

Save & exit form

**Call: CREA-CULT-2025-COOP**  
( European Cooperation Projects)

**Topic: CREA-CULT-2025-COOP-1**  
**Type of Action: CREA-LS**  
(CREA Lump Sum Grants)

**Proposal number: SEP-211118510**  
**Proposal acronym: test call co**  
**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
4	Other questions	Show



# Part A: section 1 – General information

- Use of 'Fixed keywords'
  - Chose the 'sector' of the project from the list
  - Prioritised in order of importance
- Use of 'Free keywords'
  - Keywords that define the project and not included in 'Fixed keywords'

## 1 - General information

Field(s) marked \* are mandatory to fill.

Topic	CREA-CULT-2025-COOP-1	Type of Action	CREA-LS
Call	CREA-CULT-2025-COOP	Type of Model Grant Agreement	CREA-AG-LS

Acronym \*

Proposal title \*   
Max 200 characters (with spaces). Must be understandable for non-specialists in your field.  
Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Language   
Please indicate the language of the proposal documents

Duration in months   
Estimated duration of the project in full months.

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

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

**Abstract \***

Short summary (max. 2,000 characters, with spaces) to clearly explain:  
the objectives of the proposal  
how they will be achieved  
their relevance to the work programme.  
Will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees and other interested parties.  
Do not include any confidential information.  
Use plain typed text, avoiding formulae and other special characters.  
If the proposal is written in a language other than English, please include an English version of this abstract in the Technical Annex section.

# Part A: section 2 – Participants

[< General Information](#)

Type or select a participant

Budget >

Table of contents

Validate form

Save form

Save & exit form


Application forms

Proposal ID SEP-211118510

Acronym test call co

2 - Participants

List of participating organisations

#	Participating Organisation Legal Name	Country	Role	Action
1		Belgium	Coordinator	Show Participant's Details
2		Poland	Partner	Show Participant's Details
3		France	Partner	Show Participant's Details

# Part A: section 3 - Budget

- Requested EU grant per beneficiary (NOT total costs)
- Same amount which appears in **detailed budget table** worksheet 'BE-WP Overview' (column 'Maximum Grant Amount')

The screenshot displays the 'Budget' section of an application form. At the top, there is a navigation bar with the European Union flag, a '< Participants & contacts' link, and a 'Budget' tab. Below this, a dark blue bar contains 'Table of contents' and 'Validate form' links. The main content area is titled 'Application forms' and shows 'Proposal ID SEP-211118510' and 'Acronym test call co'. A section header '3 - Budget' is highlighted in blue. Below this is a table with the following data:

No	Name of Beneficiary	Country	Requested grant amount
1		BE	58 000.00
2		PL	40 000.00
3		FR	67 000.00
	Total		165 000.00

# Part A: section 4 – Other questions

- Not applicable

[< Budget](#)[Other questions](#)

[Table of contents](#)[Validate form](#)[Save form](#)

Application forms

Proposal ID **SEP-211118510**

Acronym **test call co**

4 - Other questions

Not applicable for this topic

# Part B (offline) – technical description

- Use the version in Submission screen!
- **50 page** limit for all topics
- Remove instructions which are not relevant to the **call**

## 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 delete only instructions that do NOT concern your call.

⚠ This document is tagged. Be careful not to delete the tags; they are needed for the processing.

## 1.3 Complementarity with other actions and innovation — European added value

**[OPTION by default (all except Creative Europe Desks):]**

### Complementarity with other actions and innovation

Explain how the project builds on the results of past activities carried out in the field and describe its innovative aspects. Explain how the activities are complementary to those carried out by other organisations.  
Illustrate the European dimension of the activities: impact/interest for a number of EU countries; possibility to use the results in other countries, potential to develop mutual trust/cross-border cooperation among countries, etc.  
Which countries will benefit from the project (directly and indirectly)? Where will the activities take place?

Insert text

#SCM-PL-CP\$# #IMP-ACT-IA@#

**[OPTION for Creative Europe Desks:]**

### Complementarity with other actions and cross-border activities

Illustrate the European dimension of the activities: trans-national dimension of the project; impact/interest for a number of EU countries; possibility to use the results in other countries, potential to develop mutual trust/cross-border cooperation among participating countries, etc.  
Which countries will benefit from the project (directly and indirectly)? Where will the activities take place?

Insert text

### Synergies with other EU funding programmes

Describe any synergies/complementarities with other EU Programmes. Explain how you intend to ensure an exchange of information between the offices/contact points of other programmes and any networking activities.

Insert text

#SCM-PL-CP\$# #IMP-ACT-IA@#

# Part B (offline) – technical description

- List of previous projects

## ANNEXES

### LIST OF ANNEXES

#### Standard

Detailed budget table/Calculator (annex 1 to Part B) — *mandatory for Lump Sum Grants (see [Portal Reference Documents](#))*

CVs (annex 2 to Part B) — *mandatory if required in the Call document*

Annual activity reports (annex 3 to Part B) — *not applicable*

List of previous projects (annex 4 to Part B) — *mandatory, if required in the Call document*

#### Special

Other annexes (annex X to Part B) — *mandatory, if required in the Call document*

### LIST OF PREVIOUS PROJECTS

#### List of previous projects

Please provide a list of your previous projects for the last 4 years.

Participant	Project Reference No and Title, Funding programme	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
[name]					
[name]					

### 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 \*  ⓘ

Detailed budget table \*  ⓘ

CVs  ⓘ

List of previous projects  ⓘ

Other annexes  ⓘ

# Part C (online) – Key Performance Indicators (KPIs)

## 4 sections

- Location
- Type of project, thematic areas and types of activities
- Type of project participants
- Output, result and impact indicators (only at reporting)

Proposal ID	Call for Proposal	Topic	Type of Action
SEP-211118510	CREA-CULT-2025-COOP	CREA-CULT-2025-COOP-1	CREA-LS

### KPIs (Key Performance Indicators)

Please fill in the data for your project. At submission and grant preparation stage, the data will be on your planned indicators ; at reporting stage it should be the real indicators achieved (since the project start). The KPI tool should be updated with the latest available data for each periodic report (the KPIs are mandatory part of the project reporting). Please do not forget to tick the acknowledgement checkbox before submission.

CREA Culture

Location

Type of project, thematic area and types of activities

Type of project participants

Output, result and impact indicators (only at reporting)

DF Application, Release 3.3.17 - 11 Dec 2024 15:17:57

View PDF

Discard changes

Save data

Close

# Part C – Key Performance Indicators (KPIs)

**Location:** fill in the countries in which the project takes place - **mandatory**

CREA Culture

Location


Add

Country	NUTS1	NUTS2	
-	-	-	<div><div></div></div>

Country

Country ? \*

This is a mandatory field.

 European Commission



# Part C – Key Performance Indicators (KPIs)

## Type of project, thematic areas and types of activities

### Type of project, thematic area and types of activities

#### Type of project: \* ?

- ☐ Annual priority
- ☐ Internationalisation of careers and sectors

⊖ This is a mandatory field.

#### Sectors:

- ☐ Books and publishing
- ☐ Circus arts
- ☐ Decorative arts
- ☐ Film/video arts
- ☐ Music
- ☐ Painting, drawing
- ☐ Sculpture
- ☐ Tangible cultural heritage - Libraries and archives

⊖ Please select at least one element.

- ☐ Audience engagement
- ☐ Social inclusion

- ☐ Architecture
- ☐ Craftwork
- ☐ Digital arts
- ☐ Graphic arts/design
- ☐ Opera
- ☐ Photography
- ☐ Sustainable cultural tourism
- ☐ Tangible cultural heritage - Museums

- ☐ Digitalisation / New technology
- ☐ Sustainability / Green deal

- ☐ Art in public spaces
- ☐ Dance
- ☐ Fashion and design
- ☐ Intangible cultural heritage
- ☐ Other
- ☐ Puppetry
- ☐ Tangible cultural heritage - Historical sites and buildings
- ☐ Theatre

#### Type of socially marginalised groups that the project addresses: \*

- ☐ Addicts / substance abusers
- ☐ Homeless people
- ☐ People living in poverty
- ☐ People of differing religious / political beliefs
- ☐ Senior citizens
- ☐ Victims of Human Trafficking

⊖ This is a mandatory field.

- ☐ Children and Youth
- ☐ Immigrants, Refugees, and Migrants
- ☐ People living with health / mental health needs
- ☐ People with disabilities
- ☐ Sexual orientation and Gender identity
- ☐ Women and Girls

- ☐ Current and former offenders and their families
- ☐ People living in geographically remote / peripheral regions
- ☐ People of Differing Sexual Orientation / gender identity
- ☐ Racial/Cultural minorities
- ☐ Unemployed people

#### Objective (only for CREA CULT COOP (Mandatory)): ?

# Part C – Key Performance Indicators (KPIs)

## Type of project, thematic areas and types of activities

- **Type of project** – tick at least one, max two areas in which your project would contribute the most – **mandatory**
- **Sectors** tick at least one, max three sectors – **mandatory**
- **Type of marginalised groups that the project addresses**– tick at least one – **mandatory**
- **Objective** – drop down menu of Objective 1 (Transnational creation and circulation) & Objective 2 (Innovation) – **mandatory – chose only 1 !**
- **Does the project contribute to any of the EU Commission political priorities?** – you can tick one or more if your project answers any of the political priorities of the EU Commission – **not mandatory**

# Part C – Key Performance Indicators (KPIs)

## Type of project participants – mandatory

Type of project participants

Types of participants:

Number of participants that are micro-enterprises: ? \*

#,###,###,###,###,###,###,###

This is a mandatory field.

Number of participants that are small enterprises: ? \*

#,###,###,###,###,###,###,###

This is a mandatory field.

Number of participants that are medium-sized enterprises: ? \*

#,###,###,###,###,###,###,###

This is a mandatory field.

Output, result and impact indicators (only at reporting)

# Part C – Key Performance Indicators (KPIs)

## Output, result and impact indicators (only at reporting)

- No need to fill in (only at reporting stage if proposal is successful)
- Save data and close

**Output, result and impact indicators (only at reporting)**

**Works, Events, Publications, Translations, etc**

**Number of events held:**  
#,###,###,###,###,###.##

**Number of publications:**  
#,###,###,###,###,###.##

**Number of literary translations (per language) (only for CREA CULT LIT):**

**Number of literary translations supported by the project**  
#,###,###,###,###,###.##

# 4. European Cooperation projects : the 2025 call detailed budget table

# Lump sum budget

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

The lump sum budget is :

- estimated **based on actual costs**
- Allocated per **work package**
- Each **beneficiary** (partners and affiliated entities) allocates its own budget for the project

Associated partners contribute to the project at their own costs

# Lump sum budget – How does it work?

Lump sum grants are grants where the grant amount is **fixed at the signature of the grant agreement**, and it will be paid out if the project is implemented as set out in the description of the action.

In case your proposal is selected, during the grant agreement preparation, the **'no negotiation' principle** applies, which means that **your proposal is taken 'as is'**. The grant agreement will be prepared on the basis of the proposal you submitted. Minor changes might be necessary but limited.

The detailed lump sum budget table will **NOT become part** of the lump sum grant agreement, but it is **used to fix the breakdown** of lump sum shares per beneficiary and per work package.

During the lifetime of the project, the **lump sum will not be questioned** (even if prices for goods or services change later on). You are expected to complete all work packages and deliverables by the end of the project. In case of partial completion, a partial lump sum will be paid.

# Assessment of the budget

The experts will assess the budget based on the **Award criterion 3 'Project management'** (third and forth elements):

The **budget is cost effective** and allocates **appropriate resources** to each activity (sufficient/appropriate budget for proper implementation; best value for money);

The costs in the detailed budget table are **clearly based on real costs** in the organisations involved and **linked to the activities** listed in the work packages.

- ✓ Is the budget well-planned and appropriate for the implementation of the activities?
- ✓ Is the work package division adequate to successfully implement the activities and achieve the expected outputs?
- ✓ Does the proposal offer convincing arguments about its cost-effectiveness?



# Lump sum budget – format

The excel detailed budget table must be **downloaded** from the online submission system as an **XLSM** (from the ‘Download Part B templates’).

You need to **fill it** in the **same format**.

Before **uploading** it as an annex to the Part B of your application, you need to change the format to **XSLX**.

The screenshot shows the 'Proposal data' section with 'Acronym: test call co' and 'Draft ID: SEP-211115510'. Below this is the 'Download Part B templates' section, which contains a red-bordered button labeled 'Download part B templates' with a download icon. An orange arrow points from this button to the 'Detailed budget table' field in the 'Part B' section of the application form. The 'Part B' section also includes fields for 'CVs', 'List of previous projects', and 'Other annexes', each with an 'Upload' button. At the bottom right, there are buttons for 'BACK TO PARTICIPANTS LIST', 'VALIDATE', and 'SUBMIT'.

To convert the format to XLSX, please see the ‘Introductions’ tab.

The document which will be created with format .XLSX  
will be saved in the same folder  
where this workbook .XLSM is currently placed.

**Create XLSX document**

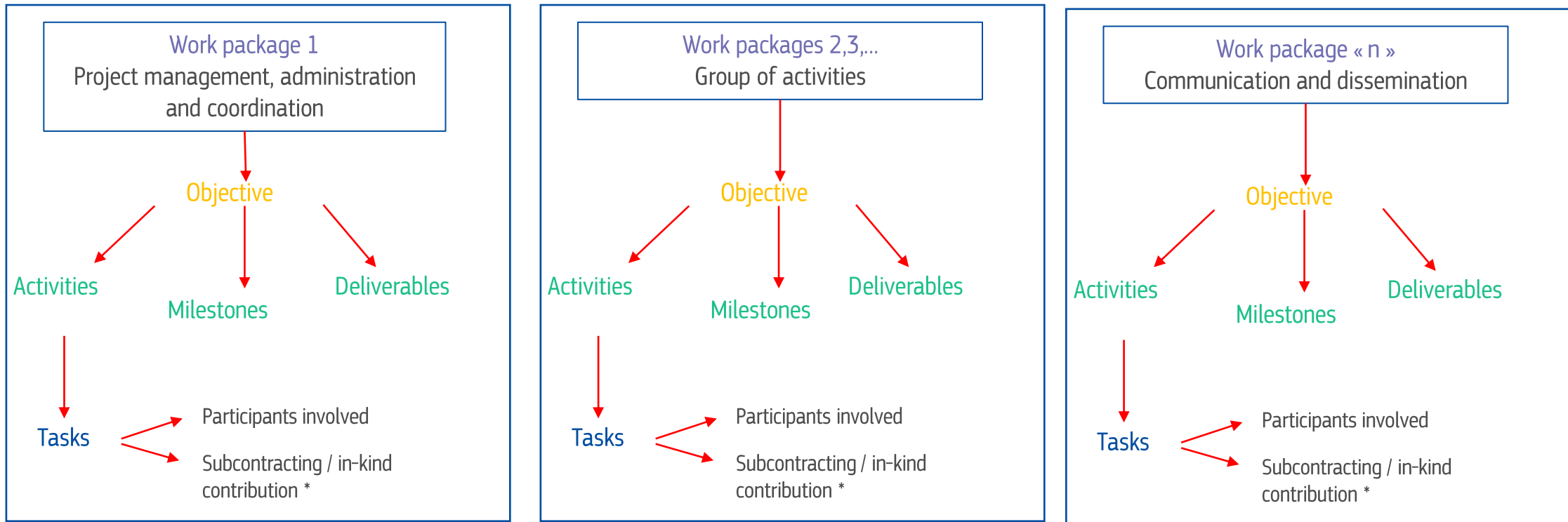
Double-Click to activate

Ensure to use the last version  
proposed by the system

## Detailed budget table

# Part B – technical description – Section 5 – Work packages

‘Work package means a **major sub-division** of the proposed project.’



\* Attention: the value of in-kind contribution cannot be included in the budget

# Part B – technical description – Section 5 – Work packages

A work packages is not:

- A single activity is not a WP
- A single task is not a WP
- A % of progress is not a WP (e.g. 50 % of the tests)
- A lapse of time is generally not a WP (e.g. activities of year 1)

# Detailed Budget Table

Lump sum = Maximum grant amount

Share of the lump sum per beneficiary

	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	Total
Beneficiary A	250.000			50.000	300.000	250.000		300.000	1.150.000
Beneficiary B		250.000	350.000	50.000			100.000	150.000	900.000
Beneficiary C	100.000	100.000		50.000		280.000			530.000
Beneficiary D		120.000		50.000			100.000	150.000	420.000
<b>Total</b>	<b>350.000</b>	<b>470.000</b>	<b>350.000</b>	<b>200.000</b>	<b>300.000</b>	<b>530.000</b>	<b>200.000</b>	<b>600.000</b>	<b>3.000.000</b>

Share of the lump sum per WP

# Detailed Budget table : Step-by-step encoding

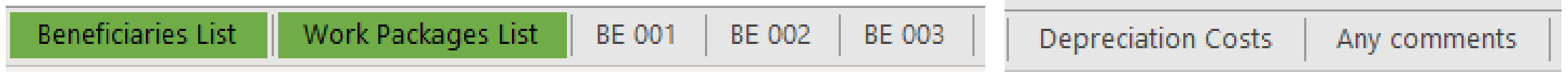
# How to encode the Detailed Budget Table?

- The estimated budget of the action is calculated on the basis of the estimated eligible costs.
- The estimated costs shall comply with the [basic eligibility criteria](#) of actual cost from the **AGA, Art. 6 ‘Eligible and ineligible costs and contributions’**
- The lump sum II detailed budget needs:
  - To be encoded [as for a budget based on real costs](#)
  - To comply with the applicable [national law on taxes, labour and social security](#)
  - To be in line with your [normal practices](#)
  - To be [in connection with the Action, necessary for its implementation and within the implementation period](#)
  - To be [reasonable / non-excessive](#)

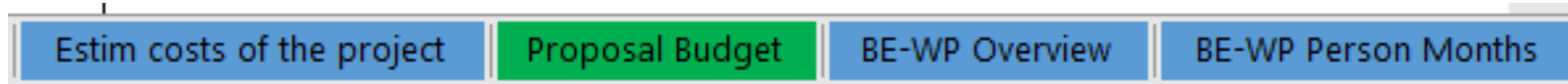
Art. 6  
Annotated Grant  
Agreement ([AGA](#))

# How to encode the Detailed Budget Table?

- First start by reading the [Instructions](#) tab
- [Encode](#) your data in the following tabs:



- The other tabs will be automatically filled. A [breakdown of lumps sum shares](#) per work packages and per participant will be generated automatically :



- Check that all data are in line with [Part A](#) and [Part B](#) of the application.



# 'Instructions' tab (1/2)

## Instructions

[Version LUMP SUM II - CBER - v4.3\_883, of 02/05/2023 16:27]

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

#### Instructions

1	This workbook for Lump Sum calculation must be uploaded in the Submission system as a mandatory document in annex to the application. Please note that if you do not upload the fully completed Excel workbook as an annex, the application cannot be submitted (the system will not allow you to submit).
2	According to the Lump sum scheme, the lump sum for a Work Package (WP) will normally be paid only when the entire Work Package has been completed. Please take this into consideration while structuring your proposal. Work Packages should be designed in a way that enables the evaluator 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	<b>The first thing you need to do is to set the relevant Maximum Grant Amount (in row 34 of this sheet), and the maximum co-financing rate (in row 35, both in column E) applicable for the call.</b> This data can be found on the Portal under Topic Conditions and in the Call document.
6	You then have to fill in <b>only</b> the following sheets: 'Beneficiaries List' - 'Work Package list' - 'BE XXX' (one sheet per Participating Organisation) - 'Depreciation costs' (if your budget includes the purchase of equipment). The final tab "Any comments" must be used to provide key information required for a full evaluation of your detailed budget (see point 18 below).
7	You first need to start filling in the sheet 'Beneficiaries list' where you are asked to enter all participants in the project including any Affiliated Entities. To add beneficiaries, please double-click on 'Add a Beneficiary'; to add an affiliated entity, please, double-click on 'Add an Affiliated Entity'. <i>NOTE: the costs of Associated Partners cannot appear in any part of this budget.</i>
8	Then you can fill in the sheet 'Work Packages list', where you are asked to enter all the Work Packages. To add a work package, please double-click on 'Add a Work Package'.
9	Once you have completed the 'Beneficiaries List' and 'Work Package list' sheets, or each time you add or remove a beneficiary or a work-package, you must double-click on one of the "Apply changes" buttons to generate the related sheets in the Excel workbook.  At this stage your spreadsheet is ready to be edited Beneficiary by Beneficiary (BE XXX) for all the workpackages concerned. You are requested to enter for each Beneficiary Spreadsheet, all the related costs of each WorkPackage.
10	You have to complete a 'BE XXX' sheet per Beneficiary. This sheet includes separate sections for the

Instructions to be followed step by step by the applicant

# 'Instructions' tab (2/2)

Data to be encoded in reference to the Call section 10

Instructions

FILL IN THE VALUES BELOW BEFORE STARTING:

Insert the name of your call :	CREA-CULT-2025-COOP
Insert the acronym of your project :	ABCD PROJECT
Maximum grant amount as stipulated in the call :	1.000.000,00 €
Maximum co-financing rate as stipulated in the call :	70,00%

The document which will be created with format .XLSM  
will be saved in the same folder  
where this workbook .XLSM is currently placed

## Form of grant, funding rate and maximum grant amount

The grant parameters (*maximum grant amount, funding rate, total eligible costs, etc*) will be fixed in the Grant Agreement (*Data Sheet, point 3 and art 5*).

- For CREA-CULT-2025-COOP-1 European Cooperation Projects (Small Scale): maximum EU grant amount **EUR 200 000** per project.
- For CREA-CULT-2025-COOP-2 European Cooperation Projects (Medium Scale): maximum EU grant amount **EUR 1 000 000** per project.
- For CREA-CULT-2025-COOP-3 European Cooperation Projects (Large Scale): maximum EU grant amount **EUR 2 000 000** per project.

The grant will be a lump sum grant. This means that it will reimburse a fixed amount, based on a lump sum or financing not linked to costs. The amount will be fixed by the granting authority on the basis of the estimated project budget and a funding rate of:

- For CREA-CULT-2025-COOP-1 European Cooperation Projects (Small Scale): funding rate of maximum **80%**.
- For CREA-CULT-2025-COOP-2 European Cooperation Projects (Medium Scale): funding rate of maximum **70%**.
- For CREA-CULT-2025-COOP-3 European Cooperation Projects (Large Scale): funding rate of maximum **60%**.

Junior Staff, ...).

Please, note that this definition is common to all Work Packages for all Beneficiaries.

## A. DIRECT PERSONNEL COSTS

### A1. Employees (or equivalent) person months (you can change the types based on your structure)

Project Manager
Senior expert, curator, researcher
Communications manager
Production manager
Other

Customise the categories of Employees that correspond to your project

# 'Beneficiaries List' tab (1/2)

List of Beneficiaries and Affiliated Entities				Actions (double-click to activate)	
BE NR/AE	BE/TP name	Acronym	Country	APPLY CHANGES	Add a Beneficiary
BE 001	PARTNER 1	RIV	Italy (IT)	Remove this Beneficiary	
BE 001 / AE 001	PARTNNER 1 - AE	RIV-B	Italy (IT)	Remove this Affiliated Entity	Add an Affiliated Entity
BE 002	PARTNER 2	ACL	pain (ES)	Remove this Beneficiary	Add an Affiliated Entity
BE 003	PARTNER 3	BCL	ance (FR)	Remove this Beneficiary	Add an Affiliated Entity

1) **Create** the list of beneficiaries by adding the partners and the affiliated entities (if any)

Associated partners shall not appear in the budget detailed table

2) Click on '**Apply changes**' to customize your detailed budget table

# 'Beneficiaries List' tab (2/2)

## List of participating organisations

#	Participating Organisation Legal Name	Country	Role
1	Partner 1	Portugal	Coordinator
2	Partner 2	LT	Partner
3	Partner 3	NL	Partner
4	Partner 4	SE	Partner
5	Partner 5		Partner
6	Partner 6	ES	Partner
7	Partner 7	NO	Partner
8	Partner 8	CH	Partner
9	Partner 9	DE	Partner
10	Partner 10	FR	Partner
11	Associated 1		Associated
12	Associated 2	PT	Associated
13	Associated 3	AM	Associated
14	Associated 4	IT	Associated
15	Partner 11	DK	Partner
16	Associated 5	NL	Associated
17	Associated 6	NL	Associated

List of Beneficiaries and Affiliated Entities			
BE NR/AE	BE/TP name	Acronym	Country
BE 001	Partner 1	UCP	Portugal
BE 002	Partner 2	VAA	Lithuania
BE 003	Partner 3	JvE	Netherlands
BE 004	Partner 4	TKH	Sweden
BE 005	Partner 5	UFG	Austria
BE 006	Partner 6	HEA	Spain
BE 007	Partner 7	BKH	Norway
BE 008	Partner 8	OnC	Switzerland
BE 009	Partner 9	HdK	Germany
BE 010	Partner 10	DMH	France
BE 011	Partner 11	Ove	Denmark

Associated partners are listed in Part A but do not appear in the budget detailed table

Ensure coherence with the application Part A Section 2 – 'Participants'

# Different roles

Depending on the level of participation in the project

- **Applicants** = **beneficiaries** (coordinator and partners) or **affiliated entities**
- **Affiliated entities**: entities linked to a beneficiary with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves but can receive EU grant
- **Associated partners**: organisations which participate in the action but without the right to get grant money (they bear their own costs) – can be non eligible country organisations
- **Subcontractors**: third parties implementing specific tasks of the action that cannot be implemented by beneficiaries (they are paid for it) – can be non eligible country organisations
- **Third parties giving in-kind contributions**: bear their own costs (they will not become formal recipients of EU funding) – can be non eligible country organisations

# Different roles: only full partners can request EU grant

Associated partners in part A – section 3

## 3 - Budget

No	Name of Beneficiary	Country	Requested grant amount
1	Coordinator	HR	61440,27
2	Associated partner	HR	0,00
3	Partner	PT	51670,22
4	Partner	EL	44209,84
5	Partner	HU	42679,67
6	Associated partner	HU	0,00
	Total		200000,00

# 'Work Packages List' Tab (1/2)

List of Work Packages		Actions (double-click to activate)	
WP Nbr	WP Label	APPLY CHANGES	Add a Work Package
WP 001	Management, Administration and Coordination	Remove this Work Package	
WP 002	Communication and Dissemination	Remove this Work Package	
WP 003	Artistic and Creative Activities	Remove this Work Package	
WP 004	Capacity Building	Remove this Work Package	
WP 005	Knowledge Sharing	Remove this Work Package	

- 1) Add all Work Packages as per your application Part B, section 5
- 2) Click on '**Apply changes**' to customize your detailed budget table

# 'Work Packages List' Tab (2/2)

## 5. WORK PLAN, WORK PACKAGES, TIMING AND SUBCONTRACTING

### 5.1 WORK PLAN

#### Work plan

Provide a brief description of the overall structure of the work plan (list of work packages).

The objectives of the project, planned jointly by all partners, will be achieved within the following work packages:

**1. Project management**

- this work package gathers activities related to management, coordination and evaluation of the project and describes roles of the particular project consortium members.

**2. Communication and dissemination**

- contains activities connected to development of a multi-level communication plan working both on local and international levels as well as through off-line and on-line channels of communication for reaching all of the project's target groups.

**3. Transnational creation, circulation and knowledge sharing**

- gathers activities focused on establishment of a permanent transnational cooperation in the field of using literature as a complex tool for supporting children's and youth's developmental processes and psycho-social condition. The work package also includes activities for the circulation and exchange of ideas and knowledge.

### List of Work Packages

WP Nbr	WP Label
WP 001	Project management
WP 002	Communication and dissemination
WP 003	Transnational creation, circulation and knowledge

Ensure coherence with the application Part B - Section 5



# 'BE XXX' Tab

BE 003		BE 003		BE 003	
PARTNER 3		PARTNER 3		TOTAL COSTS	
	UNITS	COST PER UNIT	BENEFICIAR		
Total WORK PACKAGES:			140.798,03	140.798,03	
Management, Administration and Coordination					
A. DIRECT PERSONNEL COSTS			5.745,00	5.745,00	
A1. Employees (or equivalent) person months			5.745,00	5.745,00	
Project Manager	0,28	4.320	1.200,00	1.200,00	
Senior expert, curator, researcher	0,61	2.070	1.265,00	1.265,00	
Communications manager	0,44	2.952	1.312,00	1.312,00	
Production manager	0,67	2.952	1.968,00	1.968,00	
Other			-	-	
A.2 Natural persons under direct contract			-	-	
A.3 Seconded persons			-	-	
A.4 SME Owners without salary			-	-	
A.5 Volunteers			-	-	
B. Subcontracting costs (please specify details under worksheet "Co			-	-	
C. Purchase costs			2.775,00	2.775,00	
C.1 Travel and subsistence per travel or day			1.575,00	1.575,00	
Travel	2	280	560,00	560,00	
Accommodation	8	101	810,00	810,00	
Subsistence	6	34	205,00	205,00	
C.2 Equipment (please refer to the Depreciation Cost sheet)			-	-	
C.3 Other goods, works and services			1.200,00	1.200,00	
Consumables			-	-	
Services for Meetings, Seminars, Events			-	-	
Services for communication/promotion/dissemination			-	-	
Website			-	-	
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, rehears	4	300	1.200,00	1.200,00	
Other (please specify details under worksheet "Comments")			-	-	
D. Other cost categories			-	-	
D.1 Financial support to third parties			-	-	
TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)			8.520,00	8.520,00	
E. Indirect costs 7%			596,40	596,40	
TOTAL COSTS (A+B+C+D+E) -			9.116,40	9.116,40	
Communication and Dissemination					
A. DIRECT PERSONNEL COSTS			13.393,00	13.393,00	

## One 'BE XXX' per beneficiary

- Each beneficiary shall complete its estimated costs for the project
- One separate section per WP
- Complete based on real costs estimations
- Fill in only the **UNITS** and **COST PER UNIT** for each cost category
- Decimals are allowed
- Indirect costs are automatically calculated based on a flat rate of 7% of the direct cost

# 'BE XXX' Tab – Affiliated entity

BE 001	BE 001			BE 001 / AE 001			BE 001
	PARTNER 1			PARTNER 1 - AE			
	UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	UNITS	COST PER UNIT	AFFILIATED ENTITY TOTAL COSTS	
PARTNER 1							BE+AE TOTAL COSTS
	Total WORK PACKAGES:		111.854,3			81.320,00	193.174,38
	Management, Administration and Coordination						
A. DIRECT PERSONNEL COSTS			18.680,0			12.000,00	30.680,00
A1. Employees (or equivalent) person months			18.680,0			-	18.680,00
Project Manager	1,44	7.200	10.400,0			-	10.400,00
Senior expert, curator, researcher	3,33	2.484	8.280,0			-	8.280,00
Communications manager			-			-	-
Production manager			-			-	-
Other			-			-	-
A.2 Natural persons under direct contract			-	2,50	4.800	12.000,00	12.000,00
A.3 Seconded persons			-			-	-
A.4 SME Owners without salary			-			-	-
A.5 Volunteers			-			-	-
B. Subcontracting costs (please specify details under worksheet "Comments")			-			-	-
C. Purchase costs			12.217,0			10.000,00	22.217,00
C.1 Travel and subsistence per travel or day			1.077,0			-	1.077,00
Travel	1	192	192,0			-	192,00
Accommodation	5	144	720,0			-	720,00
Subsistence	5	33	165,0			-	165,00

- In case an organisation has an **affiliated entity**, the columns will be visible in the individual 'BE XXX' tab.
- Complete the costs estimations for the affiliated entity on the same way as for the main organisation.

# A. Direct Personnel costs (1/5)

BE 003  PARTNER 3		BE 003			BE 003  BE+AE TOTAL COSTS
		PARTNER 3			
		UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	
Total WORK PACKAGES:				140.798,03	140.798,03
Management, Administration and Coordination					
A. DIRECT PERSONNEL COSTS				5.745,00	5.745,00
A1. Employees (or equivalent) person months				5.745,00	5.745,00
Project Manager		0,28	4.320	1.200,00	1.200,00
Senior expert, curator, researcher		0,61	2.070	1.265,00	1.265,00
Communications manager		0,44	2.952	1.312,00	1.312,00
Production manager		0,67	2.952	1.968,00	1.968,00
Other				-	-
A.2 Natural persons under direct contract				-	-
A.3 Seconded persons				-	-
A.4 SME Owners without salary				-	-
A.5 Volunteers				-	-
B. Subcontracting costs (please specify details under worksheet "Comments")				-	-



*Volunteer costs are not eligible*

Art. 6  
Annotated Grant  
Agreement (**AGA**)

- Must fulfil the eligibility conditions according to the **AGA, art. 6.2.A.**
- **1 Unit** = 1 person month (efforts)
- **1 Costs per unit** = full time equivalent costs **per month** of **employing the people involved in the project activities** (including social security contributions, taxes, variable complements (13th month) and other costs linked to the remuneration as mentioned in the employment contract or in reference to the national law – these costs include the employer's statutory contributions). It shall be calculated based on **actual costs** and must be **identifiable** and **verifiable**.
- **1 month** = Number of days / 18
- Coherence with **section 3.2 of Part B**

# A. Direct Personnel costs (2/5)

**Category “A.1 Employees (or equivalent) person months”** = Cfr AGA, Art 6.2.A.1

It concerns the **personnel or staff**, working for a beneficiary under an **employment contract (or equivalent)**, who will be **assigned to the action**.

Coherence with **Section 3.2 of Part B**:

- ☐ We need to be able to **identify** the Project teams, staff and outside resources in the budget category A. Direct Personnel costs. If need be, use the ‘Any Comments’ tab for justification / detailed information.
- ☐ If **new position** to be hired (employed directly by the organization), include the explanations of **the role** in Part B section 3.2, and include in the budget table to **costs per month allocated for this new person**.

# A. Direct Personnel costs (3/5)

- **Category “A.2 Natural persons under direct contract”** = Cfr AGA, Art 6.2.A.2

Self-employed natural persons who work on the action for the beneficiary under conditions similar to those of an employee, but under a contract that is legally not an employment contract.

Use the ‘Any Comments’ tab to provide more detailed information.

- **Category “A.3 Seconded persons”** = Cfr AGA, Art 6.2.A.3

Person paid and employed by a third party, but ‘temporary transferred’ to work for the beneficiary (under its control and instructions). This person usually work at the beneficiary’s premises the time of the transfer.

Use the ‘Any Comments’ tab to describe the conditions of secondment (tasks, reimbursement from one entity to the other, duration of the secondment, location, etc).

*NB: the cost of the above categories shall not be significantly different from costs for employees of the beneficiary performing similar tasks*

# A. Direct Personnel costs (4/5)

- **Category “A.4 SME Owners without a salary”** = Cfr AGA, Art 6.2.A.4

People working on the project who own or hold office in a beneficiary organisation, and who are not paid a salary, but remunerated by other methods (e.g. service contract, etc). You need to **apply unit costs fixed** by the [authorizing decision C\(2020\)7115](#) and set out in [Annex 2A](#).

Applicable **country coefficient rates** are available here: [wp-2-msca-actions\\_horizon-2023-2024\\_en.pdf](#)

- **Category “A.5 Volunteers”** = Not applicable under our call

## A. Direct Personnel costs (5/5)

Do	Don't
Staff “cost per unit” shall reflect local employment conditions	Allocate the same unit costs to all beneficiaries coming from different countries
Ensure the coherence between project’s team listed in section 3.2 of Part B with the personnel costs allocated in the budget	Budget suggests more / less people working on the project than the staff listed in Part B section 3.2
The Staff ‘efforts’ (person-month) must be realistic and in line with the activities / tasks foreseen per WP	Gather all staff ‘efforts’ under the WP ‘Project management’ and leave other WPs without staff ‘efforts’ even activities / tasks are foreseen
In case a beneficiary has a considerable high or low budget compared to others, it is duly justified in the application (either Part B or in the ‘Any Comments’ tab of the budget)	No explanation concerning your budget allocations per categories is available in your application

# 'WP Person Months' Tab

Breakdown of staff time per WP and beneficiary, budgeted to complete the tasks

TOTAL PERSON/MONTHS FOR ALL BENEFICIARIES PER WP (INCLUDING LINKED THIRD PARTIES) *							
BE NR/AE	Acronym	WP 001 Management, Administration and Coordination	WP 002 Communication and Dissemination	WP 003 Artistic and Creative Activities	WP 004 Capacity Building	WP 005 Knowledge Sharing	Total * for project
PARTNER 1	RIV	4,78	3,61	1,50	1,50	1,50	12,89
PARTNER 1 - AE	RIV-B	2,50	0,83	1,11	1,67	1,39	7,50
PARTNER 2	ACL	7,22	2,94	4,78	2,94	2,17	20,06
PARTNER 3	BCL	2,00	4,33	3,78	1,89	1,89	13,89
PARTNER 4	CCL	4,78	2,00	1,83	1,50	1,56	11,67
PARTNER 5	DCL	1,50	1,67	1,28	2,94	2,61	10,00
PARTNER 6	ECL	1,17	2,22	1,50	0,89	0,89	6,67
PARTNER 7	FCL	1,22	0,89	0,89	1,67	0,89	5,56
PARTNER 8	GCL	1,72	2,00	2,28	1,72	2,28	10,00
PARTNER 9	HCL	2,56	1,94	3,22	1,83	1,56	11,11
PARTNER 10	ICL	1,44	1,83	2,56	2,11	2,39	10,33
PARTNER 11	JCL	1,06	1,39	1,28	1,06	1,94	6,72
<b>TOTAL</b>	<b>Consortium</b>	<b>31,94</b>	<b>25,67</b>	<b>26,00</b>	<b>21,72</b>	<b>21,06</b>	<b>126,39</b>

Ensure  
coherence with  
the tasks  
identified in  
Part B – section  
5

\* Please note that:

\* 'linked third parties' should be read as 'affiliated entities'

\* 'Total for project' = 'total working months or 'efforts'



# B. Subcontracting costs (1/2)

B. Subcontracting costs (please specify details under worksheet "Comments")		5,00	1.000,00	5.000,00	5.000,00
WFP 001	C. Purchase costs			1.389,00	1.389,00
	C.1 Travel and subsistence per travel or day			1.389,00	1.389,00
	Travel	2	187	374,00	374,00
	Accommodation	8	101	810,00	810,00
	Subsistence	6	34	205,00	205,00
	C.2 Equipment (please refer to the Depreciation Cost sheet)			-	-
	C.3 Other goods, works and services			-	-
	Consumables			-	-
	Services for Meetings, Seminars, Events			-	-
	Services for communication/promotion/dissemination			-	-
	Website			-	-
	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 etc.)			-	-
	Other (please specify details under worksheet "Comments")			-	-
D. Other cost categories				-	-
D.1 Financial support to third parties				-	-
TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)				32.684,00	32.684,00
E. Indirect costs 7%				2.287,88	2.287,88
TOTAL COSTS (A+B+C+D+E) -				34.971,88	34.971,88



*coordination tasks cannot be subcontracted*

- Must fulfil the eligibility conditions according to the AGA, art. 6.2.B.
- 1 **Action task** = subcontracting
- Necessary for the implementation (must be linked to an activity / task)
- Must follow the **national public procurement rules**: best value for money or lowest price
- Performed by a **third party**, with **no conflict of interest**
- Only a **limited part** may be subcontracted (justification needed if > 30% of the total eligible costs)
- Tasks to be subcontracted, selection procedure and cost allocated must be justified in Part B, section 3.2 and section 5
- Details specified in the 'Any comments' tab

## B. Subcontracting costs (2/2)

Subcontracting	Service provider
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.	A service provider is hired for a specific purchase of services which is specified in Annex 1 and which concerns only a part of the ‘action tasks’ implemented.
Full action task	A sub-activity of an Action task
<p><b>Task = Communication of the project</b></p> <p>The consortium agreed to hire a communication agency to be in charge of the entire communication of the project.</p> <p>=&gt; The cost shall fall under ‘subcontracting’.</p>	<p><b>Task = Project’s website.</b></p> <p>One partner is responsible to created the project’s website. They hired an external IT specialist to create the main web page, but the partner is publishing all activities during the implementation of the project.</p> <p>=&gt; The cost shall fall under ‘purchase costs’.</p>

# C.1 Travel and subsistence per travel or day

1000001	C. Purchase costs			1.389,00	1.389,00
	C.1 Travel and subsistence per travel or day			1.389,00	1.389,00
	Travel	2	187	374,00	374,00
	Accommodation	8	101	810,00	810,00
	Subsistence	6	34	205,00	205,00
	C.2 Equipment (please refer to the depreciation schedule)			-	-
	C.3 Other goods, works and services			-	-
	Consumables			-	-
	Services for Meetings, Seminars, Events			-	-
	Services for communication/promotion/dissemination			-	-
	Website			-	-
	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 etc.)			-	-
	Other (please specify details under worksheet "Comments")			-	-
	D. Other cost categories			-	-
	D.1 Financial support to third parties			-	-
	TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)			32.684,00	32.684,00
	E. Indirect costs 7%			2.287,88	2.287,88
	TOTAL COSTS (A+B+C+D+E) -			34.971,88	34.971,88

- Must fulfil the eligibility conditions according to the AGA, art. 6.2.C.1 (*unit costs (D.1)*)
- Must use the **unit costs** provided in the **Commission Decision C(2021)35**
- Average unit cost = if includes different locations. Please provide details in the 'Any Comments' tab.
- Costs for the **grant holders' meeting** in Brussels are eligible (travel cost for max 1 person + accommodation up to 2 nights)
- Coherence with Part B section 5

COMMISSION  
DECISION  
[C\(2021\)35](#)

## C.2 Equipment

Communication and Dissemination				
A. DIRECT PERSONNEL COSTS			13.393,00	13.393,00
A1. Employees (or equivalent) person months			13.393,00	13.393,00
Project Manager	0,83	4.320	3.600,00	3.600,00
Senior expert, curator, researcher	0,61	2.070	1.265,00	1.265,00
Communications manager	1,11	2.952	3.280,00	3.280,00
Production manager	1,78	2.952	5.248,00	5.248,00
Other			-	-
A.2 Natural persons under direct contract			-	-
A.3 Seconded persons			-	-
A.4 SME Owners without salary			-	-
A.5 Volunteers			-	-
B. Subcontracting costs (please specify details under worksheet "Comments")			-	-
C. Purchase costs			18.751,00	18.751,00
C.1 Travel and subsistence per travel or day			-	-
Travel			-	-
Accommodation			-	-
Subsistence			-	-
C.2 Equipment (please refer to the Depreciation Cost sheet)			1,00	2.750,00
C.3 Other goods, works and services			10.001,00	10.001,00
Consumables			-	-

- Must fulfil the eligibility conditions according to the AGA, art. 6.2.C.2
- Must follow the beneficiary's accounting practices
- Should be specified in the 'Depreciation Costs' tab
- Report only the depreciation costs (full purchase cost not eligible)
- Usual and durable equipment costs = indirect costs

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
BE 003	Partner 3	2	Communication and dissemination	Equipment	description of the equipment (1 line per type of equipment)	17/10/2025	5.000	100%	55%	2.750	how have you applied the depreciation rule?

## C.3 Other goods, works and services

WP 002

<b>C. Purchase costs</b>			<b>17.501,00</b>	<b>17.501,00</b>
<b>C.1 Travel and subsistence per travel or day</b>			-	-
Travel			-	-
Accommodation			-	-
Subsistence			-	-
<b>C.2 Equipment (please refer to the Depreciation Cost sheet)</b>	<b>1,00</b>	<b>1.500,00</b>	<b>1.500,00</b>	<b>1.500,00</b>
<b>C.3 Other goods, works and services</b>			<b>16.001,00</b>	<b>16.001,00</b>
Consumables			-	-
Services for Meetings, Seminars, Events			-	-
Services for communication/promotion/dissemination	4	920	3.680,00	3.680,00
Website	2	2.801	5.601,00	5.601,00
Fees (artistic, speakers, writing, cast, rights, etc)	32	210	6.720,00	6.720,00
Production costs and technical costs of prototyping			-	-
Short-term rental of surfaces, venues or studios (eg for productions, rehearsals, events etc.)			-	-
Other (please specify details under worksheet "Comments")			-	-
<b>D. Other cost categories</b>			<b>2.000,00</b>	<b>2.000,00</b>
<b>D.1 Financial support to third parties</b>	<b>4,00</b>	<b>500,00</b>	<b>2.000,00</b>	<b>2.000,00</b>
<b>TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)</b>			<b>32.894,00</b>	<b>32.894,00</b>
<b>E. Indirect costs 7%</b>			<b>2.302,58</b>	<b>2.302,58</b>
<b>TOTAL COSTS (A+B+C+D+E) -</b>			<b>35.196,58</b>	<b>35.196,58</b>

Artistic and Creative Activities

Instructions Beneficiaries List Work Packages List BE 001 BE 002 **BE 003** BE 004 BE 005 BE 006 BE 007

- Must fulfil the eligibility conditions according to the AGA, art. 6.2.C.3
- Must be directly linked to the Action
- Estimated based on actual costs
- You are advised to specify the costs in the 'Any comments' tab

# D.1 Financial support to third parties

WP 002

C. Purchase costs					17.501,00	17.501,00
C.1 Travel and subsistence per travel or day					-	-
Travel					-	-
Accommodation					-	-
Subsistence					-	-
C.2 Equipment (please refer to the Depreciation Cost sheet)			1,00	1.500,00	1.500,00	1.500,00
C.3 Other goods, works and services					16.001,00	16.001,00
Consumables					-	-
Services for Meetings, Seminars, Events					-	-
Services for communication/promotion/dissemination			4	920	3.680,00	3.680,00
Website			2	2.801	5.601,00	5.601,00
Fees (artistic, speakers, writing, cast, rights, etc)			32	210	6.720,00	6.720,00
Production costs and technical costs of prototyping					-	-
Short-term rental of surfaces, venues or studios (eg for productions, rehearsals, events etc.)					-	-
Other (please specify details under worksheet "Comments")						
D. Other cost categories					2.000,00	2.000,00
D.1 Financial support to third parties			4,00	500,00	2.000,00	2.000,00
TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)					32.894,00	32.894,00
E. Indirect costs 7%					2.302,58	2.302,58
TOTAL COSTS (A+B+C+D+E) -					35.196,58	35.196,58
Artistic and Creative Activities						
Instructions			BE 001	BE 002	BE 003	BE 004
Beneficiaries List			BE 005	BE 006	BE 007	
Work Packages List						

Must fulfil the eligibility conditions according to the AGA, art. 6.2.D.1 and the call section 6 'Eligible activities'

- In the form of **grants, prizes** or similar form of support
- In accordance with the internal rules and procedures of the beneficiary and in line with the national rules
- Open call with a clear European dimension
- Max 60.000 EUR / Third Party (justification needed in section 7 if above threshold)
- Detailed information must be provided in Part B, section 2.1, section 5.2 and section 7
- Details specified in the 'Any comments' tab

# Ineligible costs

1. Volunteer costs
2. In-kind contributions
3. Associated Partners' Costs
4. Costs linked to benefiting artists and professionals established in ineligible countries
5. Project financial Audit costs
6. Indirect costs included in direct costs (e.i. administrative costs, usual equipments, general running costs)

# 'WP Overview' Tab

Lump sum breakdown per WP and per beneficiary

Your Requested EU Grant Amount :		786.862,47 EUR					
BE NR/AE	Acronym	WP 001 Management, Administration and Coordination	WP 002 Communication and Dissemination	WP 003 Artistic and Creative Activities	WP 004 Capacity Building	WP 005 Knowledge Sharing	Maximum Grant Amount
PARTNER 1	RIV	23.141,85	14.515,62	16.335,69	14.302,38	10.002,52	78.298,07
PARTNER 1 - AE	RIV-B	16.478,00	4.494,00	21.721,00	7.490,00	6.741,00	56.924,00
PARTNER 2	ACL	24.480,32	8.815,72	52.758,77	16.702,39	8.380,94	111.138,13
PARTNER 3	BCL	6.381,48	30.255,11	38.932,23	15.187,47	7.802,33	98.558,62
PARTNER 4	CCL	8.985,75	3.846,11	5.570,31	5.608,21	4.461,42	28.471,81
PARTNER 5	DCL	6.568,23	5.696,24	4.564,96	20.852,34	42.987,27	80.669,04
PARTNER 6	ECL	2.992,25	6.875,82	23.818,20	4.547,93	2.703,89	40.938,09
PARTNER 7	FCL	10.279,28	12.927,74	16.444,29	16.122,75	6.928,25	62.702,31
PARTNER 8	GCL	4.347,95	6.284,06	29.755,53	7.244,33	7.707,59	55.339,45
PARTNER 9	HCL	8.174,22	7.398,61	28.335,42	6.138,06	6.289,10	56.335,80
PARTNER 10	ICL	4.505,98	7.671,15	30.649,08	9.050,17	7.344,69	59.221,08
PARTNER 11	JCL	5.868,42	8.033,63	10.816,31	6.708,04	26.839,61	58.266,07
<b>TOTAL</b>	<b>Consortium</b>	<b>122.203,73</b>	<b>116.813,81</b>	<b>279.701,79</b>	<b>129.954,06</b>	<b>138.189,08</b>	<b>786.862,47</b>

Ensure coherence with the tasks identified in Part B – section 5



# Part A: section 3 budget

- Requested EU grant per beneficiary should be encoded (NOT total costs)
- Attention to coherence with budget table worksheet 'BE-WP Overview' (column 'Maximum Grant Amount')

Application forms

Proposal ID SEP XXXX

Acronym test

3 - Budget

No	Name of Beneficiary	Country	Requested grant amount
1	XXXX	RO	0.00
	Total		0.00

# 'Proposal Budget' Tab

Check coherence with the application Part A Section 3 – 'Budget'

Application forms

Proposal ID 101094088

Acronym CCCC

3 - Budget

Associated partners are listed in Part A but do not appear in the budget detailed table

Partner 1
Partner 2
Partner 3
Partner 4
Partner 5
Partner 6
Partner 7
Partner 8
Partner 9
Partner 10
Partner 11
TOTAL

No	Name of Beneficiary	Country	Requested grant amount
	Partner 1	PT	615462.34
	Partner 2	LT	205440.00
	Partner 3	NL	203244.02
	Partner 4	SE	131109.00
5	Partner 5	AT	111694.80
6	Partner 6	ES	129735.00
7	Partner 7	NO	146311.05
8	Partner 8	CH	73843.20
9	Partner 9	DE	111348.60
10	Partner 10	FR	145188.60
11	Associated Partner 1	HU	
12	Associated Partner 2	PT	
13	Associated Partner 3	AM	
14	Associated Partner 4	IT	
15	Partner 11	DK	103227.60
16	Associated Partner 5	NL	
17	Associated 6	NL	
Total			1976604.21

## BE-WP Overview

Maximum Grant Amount
615.462,34
205.440,00
203.244,02
131.109,00
111.694,80
129.735,00
146.311,06
73.843,20
111.348,60
145.188,60
103.277,60
1.976.604,22

# Useful links

- [Funding and tender portal](#) (see Guidance & documents > Guidance & Manuals)
  - CALL documents: [call-fiche\\_crea-cult-2025-coop\\_en.pdf](#)
  - AGA: [aga\\_en.pdf \(europa.eu\)](#)
  - MGA CREA LS - [ls-mga\\_en.pdf \(europa.eu\)](#)
  - CREA Lump sum decision - [ls-decision\\_crea\\_en.pdf \(europa.eu\)](#)
  - SME owners – Unit costs – [Decision C\(2020\)7115](#)
  - Marie Skłodowska -Curie Actions – country-specific correction coefficient - [wp-2-msca-actions\\_horizon-2023-2024\\_en.pdf](#)
  - Travel / Accommodation / subsistence costs – [Decision C\(2021\)35](#)
  - How to manage a lump sum - [how-to-manage-your-lump-sum-grants\\_en.pdf](#)

# Who to contact?

- ▶ [Creative Europe Desks](#) – Support potential applicants in every country participating in the Programme
- ▶ [Online Manual](#)
- ▶ [FAQ](#) – Specific questions on the Call
- ▶ [IT Helpdesk](#) – IT questions on the Portal Submission System
- ▶ [eacea-creative-europe-cooperationprojects@ec.europa.eu](mailto:eacea-creative-europe-cooperationprojects@ec.europa.eu) – Non-IT related questions