



# i-Portunus

## CALL for APPLICATIONS: Mobility in CULTURAL HERITAGE

### *Timetable*

Call for applications:	15 February 2021
Submission Deadline:	15 April 2021 (18:00 CET)
Notification of Results:	16 May 2021
Earliest date of departure:	16 July 2021
Latest date of return:	30 November 2021

### *1. For whom?*

This call for applications is open to artists, creators and cultural professionals active in the field of cultural heritage (individuals and groups up to 5 people).

Aged 18+, of all educational qualifications and levels of experience, legally residing in a [Creative Europe country](#).

Creative Europe countries: Albania, Armenia, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo\*, Latvia, Lithuania, Luxembourg, Malta, Moldova, Montenegro, The Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Tunisia, Ukraine and the United Kingdom. As well as these overseas countries and territories: Greenland, New Caledonia and Dependencies, French Polynesia, French Southern and Antarctic Territories, Wallis and Futuna Islands, Saint Pierre and Miquelon, Saint-Barthélemy, Aruba, Netherlands Antilles (Bonaire, Curaçao, Saba, Sint Eustatius, Sint Maarten), Anguilla, Cayman Islands, Falkland Islands, South Georgia and the South Sandwich Islands, Montserrat, Pitcairn, Saint Helena and

Dependencies, British Antarctic Territory, British Indian Ocean Territory, Turks and Caicos Islands, British Virgin Islands, Bermuda.

\*This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

## 2. For what?

i-Portunus provides financial support to partially fund the cost of travel (transport, accommodation etc.) to another (or several) [Creative Europe country \(ies\)](#).

The duration of the mobility must be between 7 and 60 days and must take place before 30 November 2021.

The travel can be continuous or segmented:

- A continuous mobility means that you have one round-trip travel, or one multi-destination trip.
- A segmented mobility means that you will travel several times to one or several destinations. Each trip must last a minimum of 5 days, and the total number of days still has to be between 7 and 60 days<sup>1</sup>.

The main objective of your mobility is preferably one of the following:

- **International collaboration:** for example in the framework of an international project, exchange of knowledge or best practices
- **Production oriented residencies:** for example, you will research on the spot and develop new skills.
- **Professional development:** for example, you will take part in network meetings, showcases, workshops, master classes and other types of training outside of formal education, like creative hubs.

## 3. How much?

The conditions for funding are the following:

- A fixed amount of 350,00 EUR/person for transport.
- Per diems determined on a case-by-case basis depending on the duration of the mobility, and payable for each overnight stay between date of departure and date of return, with the amount depending on the destination country up to a maximum of 2.650,00 EUR/person.

Group	Destination Countries	Amount
Group 1	Denmark, Finland, Iceland, Ireland, Luxembourg, Norway, Sweden, UK	80 EUR/day
Group 2	Austria, Belgium, Cyprus, France, Germany, Greece, Italy, Malta, The Netherlands,	70 EUR/day

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<sup>1</sup> Shorter duration is possible under duly justified cases.

	Portugal, Spain, overseas countries & territories	
Group 3	Albania, Armenia, Bosnia and Herzegovina, Bulgaria, Croatia, Czechia, Estonia, Georgia, Hungary, Kosovo, Latvia, Lithuania, Moldova, Montenegro, North Macedonia, Poland, Romania, Serbia, Slovakia, Slovenia, Tunisia, Ukraine	60 EUR/day
Multiple destinations in different groups		70 EUR/day

The maximum amount of the whole grant is 3.000,00 EUR/person.

The total budget earmarked for the mobility support is estimated at 500.000,00 EUR (five hundred thousand euros). With this budget i-Portunus expects to fund approximately 250 applications. i-Portunus reserves the right not to distribute all the funds available.

***N.B.:** We will evaluate each call for applications, the response and reaction to the calls, the selection procedure and the results. As a result of this evaluation, we might modify the process and financial support for future calls, so anyone interested in participating should check the rules for each call. i-Portunus is a pilot project, after all.*

### **COVID-19 pandemic**

If, due to the COVID-19 pandemic and possible travel restrictions, it is impossible to travel to the planned destination, the following options are applicable:

- Postpone the mobility: grantees have the possibility to travel until November 2021.
- Change the destination:
  - o The destination can be changed during the selection procedure up to 10 days before the actual travel date;
  - o Please purchase flight tickets as close as possible to the actual mobility date, in order to avoid cancellation. Any cancellation fees will be included in the final amount granted and cannot be requested in addition to it;
  - o The budget for per diems is calculated on the basis of the destinations mentioned in the initial application and will remain the same even if a change of destination happens.
- Blended mobility: the grantee will propose an alternative plan of accomplishing objectives outlined in his/her project proposal (considering also forms of digital and blended mobility). This alternative plan will bring a new qualitative element to the approved project and should ideally have a tangible result: such as i.a. drawings, video recordings, papers, mappings, compositions, notes, texts, recommendations, online papers, etc. Digital or blended mobility can for example take the form of virtual international collaboration with the destination country, remote residency or virtual mobility.

When any adjustments to the original application need to be made, please first get in contact with the i-Portunus team through [info@i-portunus.eu](mailto:info@i-portunus.eu).

### *Individuals with a disability*

Additional mobility support can be provided to artists, creators and cultural professionals living with a disability. In this case, the applicant should self-declare their access needs and financial support will be based on a case-by-case basis. i-Portunus will ask for receipts of these additional costs.

### *What should the money be spent on?*

i-Portunus mobility support is intended to help you cover the expenses linked to your individual mobility: transport, accommodation, etc.

## **4. How to apply?**

### *What is expected of you?*

To apply, you should organise a project with a host institution/partner/fellow in another Creative Europe country. In your application, you will need to:

- Describe the project and its main objective.
- Explain how the mobility will allow you to achieve the stated objective.
- Provide documents to show that you have made plans with a partner, and that the partner is committed to your project.

Your application will be evaluated more favourably if you can show that your project is part of a plan that will lead to the development of new audiences, collaborations, career perspectives, opportunities or other longer-term impacts.

### *Admission requirements: information to be provided*

To apply you should create an account and complete an application form [in English](#) on [my.i-portunus.eu](https://my.i-portunus.eu) before the deadline indicated in the timetable. After this deadline, you will not be able to modify your application.

You will be asked to provide the following types of information:

- personal details
- education
- work experience
- details of your planned mobility (dates, destination, means of transport)
- information on your project (description, need for mobility, preparation, impact)

as well as the following documents (in PDF format):

- your CV (1 page)
- an artistic CV/ portfolio/ additional information (max. 10 pages, max. 10MB)
- relevant documents supporting your mobility plan, such as: invitation letters, meeting confirmations, co-production agreements, contracts etc. (max. 5 pages, max. 10MB)
- a signed Declaration on Honour, confirming your eligibility and stating that you do not fall within the Exclusion Criteria (see Point 9 below).

### *For group applications*

We define “a group” as a fixed number of people (up to 5) having the same coherent mobility project. People from the group can come from and return to different countries, but the mobility project requires the group to travel to the same country of destination, and to the extent possible and as appropriate, arriving and leaving on the same dates: the mobility must focus on one single group project. If one (or several) person(s) from this group does not undertake a trans-national mobility the person(s) in question will not receive the support: i-Portunus only supports individual artists and cultural professionals who undertake a trans-national mobility (for exceptions see Point 3).

For group applications, one person should submit an application for the entire group, including the name, nationality, date of birth and country of residence of all the other group members in the application form. The representative is requested to submit one CV and one artistic portfolio, both embodying the group as a whole.

*N.B.: The ‘Send My Application’ button will only become visible once you have completed all ten sections of your application form: if you don’t see the button, go through your application again and complete the missing parts. You will then receive an e-mail confirming that your application has been successfully submitted.*

## ***5. Selection Criteria: how will your application be evaluated?***

All applications will be independently evaluated by two experts.

We will work with experts specialized in different regions and sectors. For the sake of neutrality, we will only publish their names at the end of this pilot project.

The evaluators will assess the following aspects of your application:

- relevance/necessity: extent to which the mobility will assist you in achieving the outcomes (20 points)
- preparation/feasibility: extent to which the project and mobility have been well prepared (20 points)
- outcomes: what you aim to achieve as a result of your mobility (10 points)

## ***6. Eligibility Criteria: what are the conditions?***

Failure to comply with these requirements will lead to the rejection of your application.

- Applications must be submitted in English, online through [my.i-portunus.eu](https://my.i-portunus.eu), by the deadline, as indicated in the timetable above.
- Applications must include all of the information requested in the application form, including annexed documents, as summarised in Point 4.
- Applicants must be artists, creators or cultural professionals active in cultural heritage, at least 18 years old, and legal residents of a Creative Europe country.
- The destination of the mobility must be a Creative Europe country.
- The departure date must be on or after 16 July 2021; the return date on or before 30 November 2021. The total length of the mobility must be between 7 and 60 days (including travel days).

- Applicants have not previously received i-Portunus mobility support.

#### *For group applications*

- If group members plan to have different durations of the mobility, or travel to different destinations, then the group is not eligible and it is better to apply individually.
- A member of your group cannot act as a host organisation.
- If any member of your group has previously received i-Portunus mobility support, your application will be rejected.

## ***7. Procedure: if you are selected***

#### *Contract and initial payment of mobility support*

- When you are selected, you will receive a contract, which you will be requested to sign and upload to your i-Portunus account within two weeks after the notification of results.
- You will be asked to provide your bank account information (with BIC and IBAN code).
- After receipt of your contract and bank information, 75 % of the mobility support will be transferred to your bank account within 30 days.

#### *Activity report and final payment of mobility support*

You will be requested to provide feedback on the programme through a short activity report within two weeks after the end of your mobility. This activity report has to include the following information:

- Results: in what ways did the result of your mobility match your expectations? If it did not, either because the result exceeded or fell below what you expected, please explain.
- Attachments: videos, pictures, documents that provide a better insight into the result of the mobility. Unless otherwise requested, the visual material may be used on the i-Portunus website mentioning your name.
- Proof of mobility, such as:
  - o boarding pass/train ticket or any other proof of transport
  - o pictures of the recipient during the mobility
  - o activity on social media

In the case of a change to your initial plans, due to the COVID-19 pandemic, please provide proofs of the objectives and results of the process (see Point 3).

Once you have completed, signed the receipt and submitted all this information to the i-Portunus team through [my.i-portunus.eu](https://my.i-portunus.eu), you will receive the remaining 25% of the mobility support. If the activity report has not been submitted within six weeks after the end of the mobility, the remaining 25% will not be paid. For those whose return date is in November 2021, please submit before 5 December 2021.

#### *For group mobilities*

For group mobilities a separate contract will be signed with each member of the group. Each member of the group will receive an equal amount, paid to his/her own bank account, except the group member(s) who won't undertake a transnational mobility.

### *Optional additional feedback*

Since i-Portunus is a pilot project, it is important to receive your feedback, so that we can benefit from your experience in order to improve the scheme. Therefore, after your mobility, we will kindly ask you to complete a questionnaire evaluating the mobility scheme.

### *Taxes, currency and bank fees*

*N.B.* You will be responsible for paying all taxes due on the mobility support you receive. This may include double taxation. For details, see [https://europa.eu/youreurope/citizens/work/taxes/double-taxation/index\\_en.htm](https://europa.eu/youreurope/citizens/work/taxes/double-taxation/index_en.htm).

All payments will be made to the account mentioned in the contract in Euros. The cost of any bank fees will be incurred by the grantee.

## **8. Publicity**

### *By you*

Grantees receiving the financial mobility support must clearly acknowledge the contribution of the European Union and the consortium, headed by Goethe-Institut with Institut français and Izolyatsia in all publications or in conjunction with activities for which the financial mobility support is used.

In this respect, grantees receiving this financial support are required to give prominence to the name and logo of the European Union, the Creative Europe programme, the Goethe-Institut, Institut français and Izolyatsia on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the logo and the disclaimer that will be sent to them.

If this requirement is not fully complied with, the beneficiary's financial mobility support may be reduced in accordance with the provisions of the above-mentioned contract.

In addition to the text and logo relevant to the EU programme, the i-Portunus team will provide beneficiaries with a disclaimer – which they will obligatorily use – stating that the EU is not responsible for the views expressed in the publications and/or in conjunction with the activities for which the mobility support is used.

### *By i-Portunus*

All information relating to financial mobility support awarded in the course of a financial year may be published on an official website of the European Union institutions.

i-Portunus will publish the following information:

- name of the beneficiary
- topic of the financial mobility support
- amount awarded

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the

Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

## ***9. Exclusion Criteria***

### *Consortium partners*

Mobility support cannot be awarded for projects implemented in cooperation with any of the consortium partners, i.e.:

- Goethe-Institut
- Institut français (Paris office – other Instituts français are allowed)
- Izolyatsia

### *The consortium staff*

Staff members of organisations involved in the preparation of the 2020-21 i-Portunus pilot programme are not eligible for support:

- Creative Europe Programme staff
- Goethe-Institut staff
- Institut français (Paris) staff
- Izolyatsia staff

## **10. Financial provisions**

### *General principles*

#### a) Non-retroactivity

No financial mobility support may be awarded retrospectively for actions already completed.

#### b) Implementation contracts/sub-contracting

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the person receiving financial mobility support must retain the documentation in the event of an audit.

## ***11. Data Protection***

The reply to any call for applications involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/200121 on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data: <https://eur-lex.europa.eu/legal-content/en/TXT/?uri=CELEX:32018R1725>

Unless indicated otherwise, any personal data requested required to evaluate the application in accordance with the specifications of the call for applications will be processed solely for that purpose by the i-Portunus evaluation team. Details concerning the processing of personal data are available on

the privacy statement at: [https://ec.europa.eu/info/funding-tenders/rules-public-procurement/data-protection-publicprocurement-procedures\\_en](https://ec.europa.eu/info/funding-tenders/rules-public-procurement/data-protection-publicprocurement-procedures_en).

## **12. Contacts**

The i-Portunus team is available to answer questions relating to the content and modalities of the present call for applications. All questions must be sent by e-mail to [info@i-portunus.eu](mailto:info@i-portunus.eu).