



EUROPEAN COMMISSION
Directorate-General for Education, Youth, Sport and Culture
Culture and Creativity
Creative Europe

CALL FOR PROPOSALS - EAC/S53/2019
MUSIC EDUCATION AND LEARNING
Preparatory Action Music Moves Europe:
Boosting European Music Diversity and Talent

1. INTRODUCTION – BACKGROUND

1.1. Overall EU policy context for culture

This call for proposals serves the implementation of the distinct activity “Music Education and Learning” within the context of the Preparatory action “**Music Moves Europe: Boosting European music diversity and talent**” in accordance with the Commission decision C(2019)1819 of 12 March 2019 adopting the 2019 annual work programme for the implementation of Pilot Projects and Preparatory Actions in the area of education, youth, sport and culture¹.

The European Union's role in the culture area is specified in Article 167 of the Treaty of the Functioning of the EU. Activities in this field at EU level are defined by the multiannual Work Plan for Culture (2019-2022)² of the Council and are framed in particular by the European Commission’s New European Agenda for Culture of May 2018³, which aims to reinforce the role and position of culture in an increasingly globalised world.

In this context, the role of the European Commission (hereinafter: the Commission) is to help address common challenges, such as the impact of the digital shift, changing models of cultural governance, and the need to support the innovation potential of the cultural and creative sectors.

The Creative Europe Programme has served since 2014 as a consolidated framework programme in support of Europe's cultural and audio-visual sectors. It has supported the implementation of actions in line with the EU’s cultural policy. In the context of the preparations of the post-2020 Multiannual Financial Framework (MFF), the negotiations

¹ Commission Decision C (2019) 1819 of 12 March 2019, page 41 point 3.6 – Full text available here: <https://ec.europa.eu/programmes/creative-europe/sites/creative-europe/files/2019-annual-work-programme.pdf>

² https://ec.europa.eu/culture/news/2018/new-work-plan-culture-start-2019_en

³ Com (2018)267 final, 22.05.2019

on the next Creative Europe programme are ongoing⁴ with the aim to build on the existing Programme's achievements to date, and to scale up efforts to safeguard cultural diversity and strengthen competitiveness of the cultural and creative sectors.

1.2. The music sector in Europe

Music constitutes an important pillar of European culture. Aside from its economic significance – it employs more people than film and generates more than 25bn EUR revenue annually – the music sector is also an essential component of Europe's cultural diversity, social inclusiveness and soft power diplomacy and it brings positive changes to many levels of society.

Based on small and medium businesses with a strong potential for growth and job creation, the European music sector has been strongly influenced by the digital shift: new distribution channels, powerful digital players, innovative start-ups, business models and consumption patterns have emerged over the last decades.

The music industry is therefore changing and finds itself at the forefront of an uncharted territory, most certainly paving the way for the other content industries. The unstable music ecosystem calls for an increasing need to mobilise the sector as well as policy makers to face such new challenges and explore the related new opportunities. As actions and policy initiatives at national level often prove neither sufficient nor suitable to encompass the global nature of the industry and of the consumption schemes, there is a need and a demand for an EU intervention to support Europe's key assets in the music field: creativity, diversity and competitiveness in a context of globalisation.

In 2019, the Preparatory action “Music Moves Europe: Boosting European music diversity and talent” should build on and complement the two calls for tender and the two calls for proposals that the Commission launched in May 2018, during the first year of its implementation. It should address the music sector's specific needs in the short and medium-term. With an increased budget of 3 million EUR, the 2019 Preparatory action offers an opportunity to develop initiatives on a larger scale than it was possible in 2018 and to explore ways of cooperation in different relevant areas for the music sector.

1.3. The Music Moves Europe Preparatory action

The Commission's legislative proposal for the next Creative Europe Programme includes the “sectorial support for music” as a new element for the benefit of the music sector, in addition to existing funding opportunities (i.e. cooperation projects, networks, platforms)⁵.

In general terms, such support would be directed towards European diversity and talent, the competitiveness of the European music sector as well as an increased access of citizens to music in all its diversity.

The Preparatory action “Music Moves Europe: Boosting European music diversity and talent” aims at paving the way towards such sectorial support. To this end, the implementation of the 2019 Preparatory action will follow a two-fold approach:

⁴ The Commission published the proposals for the next MFF and the next generations of EU programmes in May 2018. See: <https://ec.europa.eu/digital-single-market/en/news/proposal-regulation-establishing-creative-europe-programme>

⁵ See note 4 above.

- to build on and develop further actions in the fields of "training" and "export";
- to implement and evaluate actions in new areas, i.e.: "small venues", "co-creation", "health effects", "music education".

The 2019 Preparatory action is designed to meet six specific objectives. The present call for proposals aims at promoting one of the objectives, namely to promote innovative approaches in the field of music education and learning through cooperation between the music and education sector.

Music Education and Learning

Studies have shown that music education is beneficial in many ways, inter alia, for the development of social competences, fostering social inclusion, enhancing creativity and promoting critical thinking. In addition, it can well lay the groundwork for professional orientation towards a career in the music sector. Music education can have a formal but also non-formal and informal dimension.

Even if this call focuses on informal/non-formal music education, it has to be seen as part of a broader concept of art education. In its resolution on the New European Agenda for Culture, the European Parliament⁶ highlighted in the same spirit the role of music and arts education in schools and stressed its added value.

Education and training systems, together with non-formal and informal learning⁷, have a fundamental role to play in developing creative and innovative capacities from an early age as key factors in enhancing future economic competitiveness and employability and equally important in promoting personal fulfilment and development, social inclusion and active citizenship.⁸

The Council Recommendation on key competences for lifelong learning should be taken into account alongside the recently updated European reference framework on key competences for lifelong learning (2018)⁹ which defines “Cultural awareness and expression” as one of the eight key competences necessary for employability, personal fulfilment and health, active and responsible citizenship and social inclusion.

⁶ http://www.europarl.europa.eu/doceo/document/TA-8-2018-0499_EN.pdf?redirect

⁷ According to Cedefop-Definition (2008):

Informal learning: learning resulting from daily life activities related to work, family or leisure. It is not structured (in terms of learning objectives, learning time or learning support) and typically does not lead to certification. Informal learning may be intentional but in most cases, it is not-intentional (or "incidental"/random).

Non-formal learning: learning embedded in planned activities not explicitly designated as learning (in terms of learning objectives, learning time or learning support). non-formal learning is intentional from the learner’s point of view.

Formal learning: learning typically provided by an education or training institution, structured (in terms of learning objectives, learning time or learning support) and leading to certification. Formal learning is intentional from the learner’s perspective.

⁸ [Council conclusions on the role of early childhood education and primary education in fostering creativity, innovation and digital competence, 2015](#)

⁹ [https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018H0604\(01\)&from=EN](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018H0604(01)&from=EN)

The European Union can support the Member States in developing “cultural awareness and expression” by encouraging cooperation and the exchange of information, experience and best practice examples in that field.

2. OBJECTIVES – EXPECTED RESULTS

2.1 GENERAL AND SPECIFIC OBJECTIVES

General objectives

Music education as a specific pedagogical approach within the broader concept of arts education has three dimensions: production (techniques and expression), reception (experiencing art) and reflection (thinking about one’s own perspective and wider meaning). Music education can be beneficial in many ways; however, the scope of this call will be limited to projects that contribute to fostering social inclusion, i.e. to allow children to have access to musical education and learning that would otherwise not have this opportunity. Social inclusion in this context will mean providing the necessary support to all learners according to their particular needs, including those from disadvantaged socioeconomic backgrounds, those from a migrant background or those with special needs. Nevertheless, the purpose of this call is not to use music as a means to achieve social inclusion, but rather to attract less advantaged children to the world of music. While fully respecting the responsibility of the Member States for the content of teaching and the organisation of education systems, the overall aim of this call is the elaboration and implementation of at least 8 innovative approaches to foster informal/non-formal music education and learning, involving either education institutions or representatives/representative organisations from the education sector cooperating with representatives/representative organisations of the music sector. The objective is to test small-scale projects with a European dimension.

The findings should feed into an integrated strategy for music support in the next generation of EU funding programmes after 2020, which could promote European diversity and talent, the competitiveness of the sector as well as increased access of citizens to music in all its diversity. Ideas will also be generated that can help to formulate possible future policy action to promote music education as part of the European sectorial approach on music, based on the Music Moves Europe initiative.

Specific objectives

The proposals should demonstrate their contribution to the general objective by covering the two following specific objectives:

1. Promote the cooperation between non-formal/informal education and the music sector with the aim to foster social inclusion, i.e. access to music for less advantaged children or community involvement;
2. Develop a small-scale project with a clear European added value, that is suitable for the exchange of good practices and could lead to a knowledge transfer for similar projects in other countries

2.2 EXPECTED RESULTS

The call intends to support proposals that deliver the following non-exhaustive examples of results and are clearly linked to the objectives (referred to in section 2.1):

- Implementation of at least 8 innovative approaches to informal/non-formal music education and learning to foster social inclusion;
- Demonstration of best-practice examples on how the cooperation between the education and the music sector on informal/non-formal music education can foster social inclusion, i.e. to allow children to have access to musical education and learning that would otherwise not have this opportunity;
- Fostering sustainable forms of co-operation (e.g. creation of networks) with a European dimension;
- Testing ideas for targeted support to music education within the next generation of EU funding programmes after 2020;
- Contribution to developing ideas for music education as part of a European sectorial approach on music.

3. TIMETABLE

| | Steps | Date and time or indicative period |
|-----|---|---|
| (a) | Publication of the call | <i>06/02/2020</i> |
| (b) | Deadline for submitting applications | <i>06/04/2020, 12:00 (Brussels local time)</i> |
| (c) | Evaluation period | <i>May-June 2020</i> |
| (d) | Information to applicants | <i>July 2020</i> |
| (e) | Signature of grant agreement(s) | <i>September 2020</i> |

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects under this call for proposals is estimated at EUR 300,000.00.

The maximum grant per project will be EUR 30,000.00.

The Commission expects to fund at least 8 proposals.

The maximum co-financing rate will be 80% (see under section 11.1.1). The Commission reserves the right not to distribute all the funds available.

5. ADMISSIBILITY REQUIREMENTS

In order to be admissible, applications must be:

- sent no later than the deadline for submitting applications referred to in section 3;
- submitted in writing (see section 14), using the application form in paper version (original and paper copy), together with an electronic copy on a USB stick; and
- drafted in one of the EU official languages, preferably in English or French.

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

6. ELIGIBILITY CRITERIA

6.1. Eligible applicants

In order to be eligible, projects must be presented by applicants meeting the following criteria:

- be a profit or non-profit public or private organisation with legal personality;
- have their registered legal office in one of the EU Member States or non-EU countries participating in the Creative Europe programme Culture¹⁰.
- be an established entity, organisation, provider or a partnership¹¹ demonstrating relevant expertise regarding the education and the music sectors and with knowledge and capacity to organise innovative projects with a European dimension.

In addition, proposals must be submitted by any of the following applicants:

- national, regional or local public authorities;
- primary and secondary schools,
- music schools, conservatories, music venues and festival organisers;
- representative organisation of the education sector
- representative organisation of the music sector

Natural persons are not eligible.

Affiliated entities

Entities affiliated¹² to the applicants **are not eligible** to receive funding under this Call for proposals.

For UK applicants:

Please be aware that following the entry into force of the EU-UK Withdrawal Agreement (Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community) on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union are to be understood as including natural or legal persons residing or established in the United Kingdom. UK residents and entities are therefore eligible to participate under this call.

A proposal may be submitted by **one** entity or a **consortium**, composed of at least two legal entities.

¹⁰ https://eacea.ec.europa.eu/creative-europe/library/eligibility-organisations-non-eu-countries_en

¹¹ The partnership is understood as a consortium. The partnership can involve schools, music schools, conservatoires, professionals, music venues, etc.

¹² In accordance with Article 187 FR, entities that satisfy the eligibility criteria and that do not fall within one of the situations referred to in Articles 136(1) and 141(1) FR and that have a link with the applicant, in particular a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation, will be considered as entities affiliated to the applicant.

In case a proposal is submitted by a consortium, the proposal must identify all the members of the consortium and among them the coordinator.

Supporting documents

In order to assess the applicants' eligibility, the following supporting documents are requested:

Examples of supporting documents:

- **private entity:** extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);
- **public entity:** copy of the resolution, decision or other official document establishing the public-law entity.

6.2. Eligible activities

The following types of activities, inter alia, are eligible under this call for proposals provided that they are addressed to school-aged children (between 6 and 14 years), i.e. children still attending compulsory schools, represent a cooperation between the education and the music sector and focus on the objectives described under section 2:

- Organisation of common learning tools such as workshops, summer schools or camps;
- Use of audio-visual or digital tools ;
- Preparation and participation at a musical activity in the framework of, inter alia, a community project, a show, a parade or a festival.

The following activities are **not eligible** under this call for proposal:

- Formal education activities, studies and mapping projects.

Implementation period

- activities may not start before the applicant receives the notification of the award decision,
- activities may start before the signature of the agreement provided that the applicant clearly states **in the proposal** that applicant bears the financial risks for covering the cost of the operations carried out before the signature of the agreement;
- activities must start at the latest on 1 November 2020;
- the maximum duration of projects is 15 months;

Applications for projects scheduled to run for a longer period than that specified in this call for proposals will not be accepted.

7. EXCLUSION CRITERIA

7.1. Exclusion

The authorising officer shall exclude an applicant from participating in call for proposals procedures where:

- (a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;
- (b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:
 - (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
 - (ii) entering into agreement with other applicants with the aim of distorting competition;
 - (iii) violating intellectual property rights;
 - (iv) attempting to influence the decision-making process of the Commission during the award procedure;
 - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- (d) it has been established by a final judgment that the applicant is guilty of any of the following:
 - (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
 - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
 - (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;
 - (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;
 - (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;

- (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- (e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
- (f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
- (g) It has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
- (h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);
- (i) for the situations referred to in points (c) to (h) above, the applicant is subject to:
 - (i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
 - (ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
 - (iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;
 - (iv) information transmitted by Member States implementing Union funds;
 - (v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or
 - (vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

7.2. Remedial measures

If an applicant declares one of the situations of exclusion listed above (see section 7.4), it must indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to correct the conduct and prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to the declaration. This does not apply for situations referred in point (d) of section 7.1.

7.3. Rejection from the call for proposals

The authorising officer shall not award a grant to an applicant who:

- (a) is in an exclusion situation established in accordance with section 7.1; or
- (b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information; or
- (c) was previously involved in the preparation of documents used in the award procedure where this entails a breach of the principle of equal treatment, including distortion of competition, that cannot be remedied otherwise.

Administrative sanctions (exclusion) may be imposed on applicants if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

7.4. Supporting documents

Applicants must provide a declaration on their honour certifying that they are not in one of the situations referred to in Articles 136(1) and 141 FR, by filling in the relevant form attached to the application form accompanying the call for proposals and available in Annex II.

This obligation may be fulfilled in one of the following ways:

For mono-beneficiary grants:

- (i) the applicant signs a declaration in its name

For multi-beneficiary grants:

- (i) the coordinator of a consortium signs a declaration on behalf of all applicants; OR
- (ii) each applicant in the consortium signs a separate declaration in their own name.

8. SELECTION CRITERIA

8.1. Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the duration of the grant and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following methodology, which is further detailed in Annex VIIa of the call for proposals.

As the maximum value of each grant is set at 30,000.00 euros, the applicants' financial capacity will be assessed on the basis of :

- a declaration on their honour (Annex II of this call for proposals).

On the basis of the documents submitted, if the Commission considers that financial capacity is weak, s/he may:

- request further information;
- decide not to give pre-financing;
- decide to give pre-financing paid in instalments;

- decide to give pre-financing covered by a bank guarantee (see section 11.6 below);
- where applicable, require the joint and several financial liability of all the co-beneficiaries.

If the RAO considered that the financial capacity is insufficient s/he will reject the application.

8.2. Operational capacity

Applicants, including all members of the team implementing the project, e.g. the education and music professionals, must have the professional competencies necessary to complete the proposed action and to deliver results within the requested timescale. At least one member of the team implementing the project needs to have an academic degree at master level and at least five years of professional experience demonstrating the necessary competences to work in the field of music education.

In particular, applicants must demonstrate:

- proven track record of relevant specialist knowledge/skills in the field of music combined with sound pedagogical methodologies;
- good understanding of the key challenges for music education in the perspective of social inclusion;
- knowledge and capacity to organise innovative projects with a European dimension.

In this respect, applicants have to submit a declaration on their honour, and the following supporting documents:

- curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the project (accompanied where appropriate, like in the field of research and education, by a list of relevant publications);
- the organisation's activity reports in the last two years;
- an exhaustive lists of previous projects and activities performed and connected to the policy field of a given call or to the actions to be carried out in the last two years.

9. AWARD CRITERIA

Eligible applications/projects will be assessed on the basis of the following criteria: Relevance, Quality of the activities and Management of the project.

The applications will first be assessed against the ‘relevance’ award criterion. Applications that do not reach the **minimum quality threshold of 60% of the maximum possible score for relevance will not be assessed further.**

9.1 Relevance (0-40 points)

The relevance of the project and its expected contribution to the objectives set out under section 2 of the call for proposals, including:

- Expected impact and added value at European level;
- Cooperation between the education and the music sector on non-formal/informal music education with the aim to foster social inclusion;

- Transferability of the expected results building on “lessons learnt”.

9.2 Quality of the activities (0-40 points)

The quality of the overall design of the activities and how the project will be implemented in practice, including:

- Cost effectiveness of the proposed action, and in particular the quality of the means of implementation and the resources deployed in relation to the objectives envisaged;
- Sustainability (the extent to which the actions and/or the cooperation/network will continue after the end of the project);
- Promotion and visibility of the expected results.

9.3 Management of the project (0-20 points)

The extent to which the applicant demonstrates its ability to organise, coordinate and implement the various aspects of the proposed activities, including:

- Rationale of the proposed methodology and organisation of the project (including the recruitment of the teaching staff and the selection of the participants/pupils, the timetable, monitoring and quality assurance);
- Cooperation between the education and the music sector, i.e. defining clearly the role of each member of the team within the project;
- Evaluation method of the expected results, including impact assessment.

10. LEGAL COMMITMENTS

In the event of a grant awarded by the Commission, a grant agreement, drawn up in euro and detailing the conditions and level of funding, will be sent to the applicant, as well as the information on the procedure to formalise the agreement of the parties.

Two copies of the original agreement must be signed first by the beneficiary or coordinator on behalf of the consortium and returned to the Commission immediately. The Commission will sign it last.

The applicants understand that submission of a grant application implies acceptance of the general conditions attached to this call for proposals. These general conditions bind the beneficiary to whom the grant is awarded and shall constitute an annex to the grant agreement.

11. FINANCIAL PROVISIONS

11.1. Form of the grant

11.1.1 Reimbursement of costs actually incurred

The grant will be defined by applying a maximum co-financing rate of 80 % to the eligible costs actually incurred and declared by the beneficiary

For details on eligibility of costs, please refer to section 11.2.

11.2. Eligible costs

Eligible costs shall meet all the following criteria:

- they are incurred by the beneficiary.
- they are incurred during the duration of the action with the exception of costs relating to final reports and audit certificates;
 - The period of eligibility of costs will start as specified in the grant agreement.
 - If a beneficiary can demonstrate the need to start the action before the agreement is signed, the costs eligibility period may start before that signature under the conditions indicated in the point 6 (Implementation period). Under no circumstances can the eligibility period start before the date of submission of the grant application.
- they are indicated in the estimated budget of the action;
- they are necessary for the implementation of the action which is the subject of the grant;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

Eligible costs may be direct or indirect.

11.2.1. Eligible direct costs

The eligible direct costs for the action are those costs which:

with due regard to the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly, such as :

- (a) *the costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action, provided that these costs are in line with the beneficiary's usual policy on remuneration.*

Those costs include actual salaries plus social security contributions and other statutory costs included in the remuneration. They may also comprise additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used;

The costs of natural persons working under a contract with the beneficiary other than an employment contract or who are seconded to the beneficiary by a third

party against payment may also be included under such personnel costs, provided that the following conditions are fulfilled:

- (i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed);*
- (ii) the result of the work belongs to the beneficiary (unless exceptionally agreed otherwise); and*
- (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary;*

The recommended methods for the calculation of direct personnel costs are provided in Appendix.

- (b) costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiary's usual practices on travel;*
- (c) the depreciation costs of equipment or other assets (new or second-hand) as recorded in the beneficiary's accounting statements, provided that the asset:
 - (i) is written off in accordance with the international accounting standards and the beneficiary's usual accounting practices; and*
 - (ii) has been purchased in accordance with the rules on implementation contracts laid down in the grant agreement, if the purchase occurred within the implementation period;**

The costs of renting or leasing equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee;

Only the portion of the equipment's depreciation, rental or lease costs corresponding to the implementation period and the rate of actual use for the purposes of the action may be taken into account when determining the eligible costs. By way of exception, the full cost of purchase of equipment may be eligible under the Special Conditions, if this is justified by the nature of the action and the context of the use of the equipment or assets;

- (d) costs of consumables and supplies, provided that they:
 - (i) are purchased in accordance with the rules on implementation contracts laid down in the grant agreement; and*
 - (ii) are directly assigned to the action;**
- (e) costs arising directly from requirements imposed by the Agreement (dissemination of information, specific evaluation of the action, audits, translations, reproduction), including the costs of requested financial guarantees, provided that the corresponding services are purchased in accordance with the rules on implementation contracts laid down in the grant agreement;*

- (f) *costs derived from subcontracts, provided that specific conditions on subcontracting as laid down in the grant agreement are met;*
- (g) *costs of financial support to third parties, provided that the conditions laid down in the grant agreement are met;*
- (h) *duties, taxes and charges paid by the beneficiary, notably value added tax (VAT), provided that they are included in eligible direct costs, and unless specified otherwise in the grant agreement.*

11.2.2. Eligible indirect costs (overheads)

Indirect costs are costs that are not directly linked to the action implementation and therefore cannot be attributed directly to it.

A flat-rate amount of 7 % of the total eligible direct costs of the action, is eligible as indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

Indirect costs may not include costs entered under another budget heading.

Applicants' attention is drawn to the fact that if they are receiving an operating grant financed by the EU or Euratom budget, they may not declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.

In order to demonstrate this, in principle, the beneficiary should:

- a. *use analytical cost accounting that allows to separate all costs (including overheads) attributable to the operating grant and the action grant. For that purpose the beneficiary should use reliable accounting codes and allocation keys ensuring that the allocation of the costs is done in a fair, objective and realistic way.*
- b. *record separately:*
 - all costs incurred for the operating grants (i.e. personnel, general running costs and other operating costs linked to the part of its usual annual activities), and
 - all costs incurred for the action grants (including the actual indirect costs linked to the action)

If the operating grant covers the entire usual annual activity and budget of the beneficiary, the latter is not entitled to receive any indirect costs under the action grant.

11.3. Ineligible costs

The following items are not considered as eligible costs:

- a) return on capital and dividends paid by a beneficiary;
- b) debt and debt service charges;
- c) provisions for losses or debts;

- d) interest owed;
- e) doubtful debts;
- f) exchange losses;
- g) costs of transfers from the Commission charged by the bank of a beneficiary;
- h) costs declared by the beneficiary under another action receiving a grant financed from the Union budget. Such grants include grants awarded by a Member State and financed from the Union budget and grants awarded by bodies other than the Commission for the purpose of implementing the Union budget. In particular, beneficiaries receiving an operating grant financed by the EU or Euratom budget cannot declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.
- i) contributions in kind from third parties;
- j) excessive or reckless expenditure;
- k) deductible VAT.

11.4. Balanced budget

The estimated budget of the action must be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

Applicants for whom costs will not be incurred in euros should use the exchange rate published on the Infor-euro website available at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

The applicant must ensure that the resources which are necessary to carry out the action are not entirely provided by the EU grant.

Co-financing of the action may take the form of:

- the beneficiary's own resources,
- income generated by the action or work programme,
- financial contributions from third parties.

Overall co-financing may also include in-kind contributions from third parties, i.e. non-financial resources made available free of charge by third parties to the beneficiary or to the consortium. The corresponding costs of third parties are not eligible under the grant, e.g. providing a meeting room or equipment for free, etc.

In-kind contributions shall be presented separately in the estimated budget to reflect the total resources allocated to the action. Their approximate value shall be indicated in the estimated budget and shall not be subject to subsequent changes.

11.5. Calculation of the final grant amount

The final amount of the grant is calculated by the Commission at the time of the payment of the balance. The calculation involves the following steps:

Step 1 — Application of the reimbursement rate to the eligible costs

The amount under step 1 is obtained by applying the reimbursement rate specified in section 11.1.1 to the eligible costs actually incurred and accepted by the Commission,

Step 2 — Limit to the maximum amount of the grant

The total amount paid to the beneficiaries by the Commission may in no circumstances exceed the maximum amount of the grant as indicated in the grant agreement. If the amount obtained following Step 1 is higher than this maximum amount, the final amount of the grant is limited to the latter.

If volunteers' work is declared as part of direct eligible costs, the final amount of the grant is limited to the amount of total eligible costs approved by the Commission minus the amount of volunteers' work approved by the Commission.

Step 3 — Reduction due to the no-profit rule

'Profit' means the surplus of receipts over the total eligible costs of the action, where receipts are the amount obtained following Steps 1 and 2 plus the revenue generated by the action for beneficiaries other than non-profit organisations.

In-kind and financial contributions by third parties are not considered receipts.

The total eligible costs of the action are the consolidated total eligible costs approved by the Commission. The revenue generated by the action is the consolidated revenue established, generated or confirmed for beneficiaries other than non-profit organisations on the date on which the request for payment of the balance is drawn up.

If there is a profit, it will be deducted in proportion to the final rate of reimbursement of the actual eligible costs of the action approved by the Commission.

Step 4 — Reduction due to improper implementation or breach of other obligations

The Commission may reduce the maximum amount of the grant if the action has not been implemented properly (i.e. if it has not been implemented or has been implemented poorly, partially or late), or if another obligation under the Agreement has been breached.

The amount of the reduction will be proportionate to the degree to which the action has been implemented improperly or to the seriousness of the breach.

11.6. Reporting and payment arrangements

11.6.1 Payment arrangements

The beneficiary may request the following payments provided that the conditions of the grant agreement are fulfilled (e.g. payment deadlines, ceilings, etc.). The payment requests shall be accompanied by the documents provided below and detailed in the grant agreement:

| Payment request | Accompanying documents |
|--|---|
| A pre-financing payment corresponding to 60 % of the maximum grant amount | A (updated) roadmap of the activities |
| Payment of the balance | (a) final implementation report describing the activities and |

| | |
|---|--|
| <p>The Commission will establish the amount of this payment on the basis of the calculation of the final grant amount (see section 11.5 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order.</p> | <p>achievements of the projects, in light of the objectives;</p> <p>(b) final financial statement covering the whole duration of the project</p> <p>(c) summary financial statement aggregating the financial statements already submitted previously and indicating the receipts.</p> |
|---|--|

In case of a weak financial capacity, section 8.1 above applies.

11.6.2 Pre-financing guarantee

A pre-financing guarantee for up to the same amount as the pre-financing may be requested in order to limit the financial risks linked to the pre-financing payment.

The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the EU Member States. When the beneficiary is established in a third country, the Commission may agree that a bank or financial institution established in that third country may provide the guarantee if it considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee may be replaced by:

- a joint and several guarantee by a third party or,
- a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement.

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or the payment of the balance, in accordance with the conditions laid down in the grant agreement.

11.7. Other financial conditions

a) **Non-cumulative award**

An action may only receive one grant from the EU budget.

b) **Non-retroactivity**

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate in the grant application the need to start the action before the grant agreement is signed.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application

c) Implementation contracts/subcontracting

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary may award the contract in accordance with its usual purchasing practices provided that the contract is awarded to the tender offering best value for money or the lowest price (as appropriate), avoiding conflicts of interest.

The beneficiary is expected to clearly document the tendering procedure and retain the documentation in the event of an audit.

Entities acting in their capacity as contracting authorities within the meaning of Directive 2014/24/EU¹³ or contracting entities within the meaning of Directive 2014/25/EU¹⁴ must comply with the applicable national public procurement rules.

Beneficiaries may subcontract tasks forming part of the action. If they do so, they must ensure that, in addition to the above-mentioned conditions of best value for money and absence of conflicts of interests, the following conditions are also complied with:

- a) subcontracting does not cover core tasks of the action;
- b) recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;
- c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget;
- d) any recourse to subcontracting, if not provided for in description of the action, is communicated by the beneficiary and approved by the Commission. The Commission may grant approval:
 - (i) before any recourse to subcontracting, if the beneficiaries requests an amendment
 - (ii) after recourse to subcontracting if the subcontracting:
 - is specifically justified in the interim or final technical report and
 - does not entail changes to the grant agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;
- e) the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement (e.g. visibility, confidentiality, etc.), are also applicable to the subcontractors.

d) Financial support to third parties

The applications may not envisage provision of financial support to third parties.

¹³ Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65-242)

¹⁴ Directive 2014/25/EU of the European Parliament and of the Council of 26 February 2014 on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC (OJ L 94, 28.3.2014, p. 243-374)

12. PUBLICITY

12.1. By the beneficiaries

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the emblem and the disclaimer available at https://europa.eu/european-union/about-eu/symbols/flag_en#download.

If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement.

12.2. By the Commission

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Commission will publish the following information:

- name of the beneficiary;
- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level¹⁵ if he/she is domiciled within the EU or equivalent if domiciled outside the EU;
- subject of the grant;
- 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.

13. PROCESSING OF PERSONAL DATA

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. Unless indicated otherwise, the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal will be processed solely for that purpose by DG EAC Unit D.2 Creative Europe.

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136

¹⁵ Commission Regulation (EC) No 105/2007 of 1 February 2007 amending the annexes to Regulation (EC) No 1059/2003 of the European Parliament and of the Council on the establishment of a common classification of territorial units for statistics (NUTS), OJ L39, 10.2.2007, p.1.

and 141 of Regulation (EU, Euratom) 2018/1046¹⁶. For more information see the Privacy Statement on:

https://ec.europa.eu/info/data-protection-public-procurement-procedures_en.

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

Proposals must be submitted by the deadline set out under section 3.

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or to correct clerical mistakes, the Commission may contact the applicant during the evaluation process.

Applicants will be informed in writing about the results of the selection process.

Application forms are available in Annex Ia and Ib.

Applications must be submitted in the correct form, duly completed, signed and dated.

Applications must be submitted in **2 paper copies** (one original clearly identified as such, plus 1 paper copy) plus **1 electronic copy** on a USB stick including all the annexes.

The original paper copy must be signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation.

All additional information considered necessary by the applicant can be included on separate sheets.

Applications must be **sent** to the following address¹⁷

*European Commission – Directorate-General for Education, Youth, Sport and Culture
Directorate D – Culture and creativity*

Unit D.2 – Creative Europe – (Call EAC/S53/2019)

Barbara Gessler

J-70, 2/019

B – 1049 Brussels Belgium

Email: EAC-S53-MME-Musiceducation@ec.europa.eu

(i) by post (evidence will be constituted by the postmark) or

(ii) by courier service (evidence will be constituted by the acknowledgment of receipt).

Applications sent by fax or e-mail or by hand-delivery will not be accepted.

➤ **Contacts**

The contact point for any questions is:

¹⁶ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046>

All replies will be published continuously at https://ec.europa.eu/programmes/creative-europe/calls_en in a reasonable time before the deadline for submission in order to allow sufficient time for completing the preparation of the proposals.

Applicants are advised to check this webpage regularly and to send individual questions to EAC-S53-MME-Musiceducation@ec.europa.eu at the latest 10 working days before the deadline (in section 3).

➤ **Annexes:**

- Annex Ia Grant Application form – monobeneficiary
- Annex Ib Grant Application form – multibeneficiary
- Annex Ic Mandate letter
- Annex II Declaration on the Honour
- Annex III Estimated budget of the action
- Annex IV Financial report template
- Annex Va Methodology for assessing the financial capacity
- Annex VI List of supporting documents

For information:

- Annex Vb Economic and Financial Analysis form
- Annex VIa Model grant agreement – monobeneficiary
- Annex VIb Model grant agreement – multibeneficiary

Appendix

Specific conditions for direct personnel costs

1. Calculation

The ways of calculating eligible direct personnel costs laid down in points (a) and (b) below are recommended and accepted as offering assurance as to the costs declared being actual.

The Commission may accept a different method of calculating personnel costs used by the beneficiary, if it considers that it offers an adequate level of assurance of the costs declared being actual.

a) for persons working exclusively on the action:

{monthly rate for the person

multiplied by

number of actual months worked on the action}

The months declared for these persons may not be declared for any other EU or Euratom grant.

The **monthly rate** is calculated as follows:

{annual personnel costs for the person

divided by 12}

using the personnel costs for each full financial year covered by the reporting period concerned.

If a financial year is not closed at the end of the reporting period, the beneficiaries must use the monthly rate of the last closed financial year available;

b) for persons working part time on the action

(i) If the person is assigned to the action at a fixed pro-rata of their working time:

{monthly rate for the person multiplied by pro-rata assigned to the action

multiplied by

number of actual months worked on the action}

The working time pro-rata declared for these persons may not be declared for any other EU or Euratom grant.

The monthly rate is calculated as above.

(ii) In other cases:

{hourly rate for the person multiplied by number of actual hours worked on the action}

or

{daily rate for the person multiplied by number of actual days worked on the action}

(rounded up or down to the nearest half-day)

The number of actual hours/days declared for a person must be identifiable and verifiable.

The total number of hours/days declared in EU or Euratom grants, for a person for a year, cannot be higher than the annual productive hours/days used for the calculations of the hourly/daily rate. Therefore, the maximum number of hours/days that can be declared for the grant are:

{number of annual productive hours/days for the year (see below)}

minus

total number of hours and days declared by the beneficiary, for that person for that year, for other EU or Euratom grants}.

The '**hourly/daily rate**' is calculated as follows:

{annual personnel costs for the person

divided by

number of individual annual productive hours/days} using the personnel costs and the number of annual productive hours/days for each full financial year covered by the reporting period concerned.

If a financial year is not closed at the end of the reporting period, the beneficiaries must use the hourly/daily rate of the last closed financial year available.

The 'number of individual annual productive hours/days' is the total actual hours/days worked by the person in the year. It may not include holidays and other absences (such as sick leave, maternity leave, special leave, etc). However, it may include overtime and time spent in meetings, trainings and other similar activities.

2. Documentation to support personnel costs declared as actual costs

For **persons working exclusively on the action**, where the direct personnel costs are calculated following **point (a)**, there is no need to keep time records, if the beneficiary signs a **declaration** confirming that the persons concerned have worked exclusively on the action.

For **persons assigned to the action at a fixed pro-rata of their working time**, where the direct personnel costs are calculated following **point (b)(i)**, there is no need to keep time records, if the beneficiary signs a declaration that the persons concerned have effectively worked at the fixed pro-rata on the action.

For **persons working part time on the action**, where direct personnel costs are calculated following **point (b)(ii)**, the beneficiaries must keep **time records** for the number of hours/days declared. The time records must be in writing and approved by the persons working on the action and their supervisors, at least monthly.

In the absence of reliable time records of the hours worked on the action, the Commission may accept alternative evidence supporting the number of hours/days declared, if it considers that it offers an adequate level of assurance.