



Creative Europe Programme (CREA)

Call for proposals

CIRCULATION OF EUROPEAN LITERARY WORKS
(CREA-CULT-2023-LIT)

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EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

EACEA.B – Creativity, Citizenship, EU Values and Joint Operations
EACEA.B.1 – Culture

CALL FOR PROPOSALS

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0. Introduction

This is a call for proposals for EU **action grants** under the Culture strand of the **Creative Europe Programme**.

The regulatory framework for this EU Funding Programme is set out in:

- Regulation 2018/1046 ([EU Financial Regulation](#))
- the basic act (Creative Europe Regulation [2021/818](#)¹).

The call is launched in accordance with the 2023 Work Programme² and will be managed by the **European Education and Culture Executive Agency (EACEA)** ('Agency').

The call covers the following **topic**:

- **CREA-CULT-2023-LIT — Circulation of European literary works**

We invite you to read the **call documentation** carefully, and in particular this Call Document, the Model Grant Agreement, the [EU Funding & Tenders Portal Online Manual](#) and the [EU Grants AGA — Annotated Grant Agreement](#).

These documents provide clarifications and answers to questions you may have when preparing your application:

- the [Call Document](#) outlines the:
 - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)
 - timetable and available budget (sections 3 and 4)
 - admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)
 - criteria for financial and operational capacity and exclusion (section 7)
 - evaluation and award procedure (section 8)
 - award criteria (section 9)
 - legal and financial set-up of the Grant Agreements (section 10)
 - how to submit an application (section 11)
- the [Online Manual](#) outlines the:
 - procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')
 - recommendations for the preparation of the application
- the [AGA — Annotated Grant Agreement](#) contains:

¹ Regulation (EU) 2021/818 of the European Parliament and of the Council of 20 May 2021 establishing the Creative Europe Programme (2021 to 2027) (OJ L 189, 28.5.2021, p. 34).

² Commission Implementing Decision C(2022)6138 final of 31.08.2022 amending the Commission Implementing Decision C(2021)3563 concerning the adoption of the work programmes for 2021-2022 and the financing decision for the implementation of the Creative Europe Programme.

- detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant (*including cost eligibility, payment schedule, accessory obligations, etc*).

You are also encouraged to visit the [Creative Europe Project Results](#) website to consult the list of projects funded previously.

1. Background

THE CREATIVE EUROPE PROGRAMME

Creative Europe brings together actions supporting the European cultural and creative sectors.

The term 'Cultural and creative sectors' means all sectors whose activities are based on cultural values or artistic and other individual or collective creative expressions. The activities may include the development, the creation, the production, the dissemination and the preservation of goods and services, which embody cultural, artistic or other creative expressions, as well as education or management, related to these activities. The sectors include, inter alia, architecture, archives, libraries and museums, artistic crafts, audiovisual (including film, television, video games and multimedia), tangible and intangible cultural heritage, design (including fashion design), festivals, music, literature, performing arts, books and publishing, radio, and visual arts.

The general objectives of the Programme are:

- to safeguard, develop and promote European cultural and linguistic diversity and heritage;
- to increase the competitiveness and the economic potential of the cultural and creative sectors, in particular the audiovisual sector.

Policy framework

In 2023, the Creative Europe programme will continue to be an instrument to contribute to major European policy initiatives relevant to the cultural and creative sectors in the field of culture, notably in line with the objectives of the [2018 New European Agenda for Culture](#) and the Council Work Plan for Culture post-2022.

Actions of the programme will contribute to high-level initiatives such as the New European Bauhaus.

The implementation of the Programme will take into account Council conclusions on "Building a European Strategy for the Cultural and Creative Industries Ecosystem"³ and on "Reinforcing intercultural exchanges through the mobility of artists and cultural and creative professionals, and through multilingualism in the digital era"⁴ as well as the Commission Communication "Europe's Digital Decade"⁵.

³ OJ, C 160 2022 pages 13-19.

⁴ OJ, C 160 2022 pages 20-25

⁵ COM(2021) 118 final Communication from the Commission on the 2030 Digital Compass: the European way for the Digital Decade

2023 priorities: culture strand

In 2023, the Programme will help reply to the current political priorities of resilience and recovery after covid-19 crisis and support Ukrainian culture and creative sectors and the Ukrainian cultural and creative professionals as well as pursue priorities proper to the culture field as listed in the [Annual Work Programme 2023](#).

The Programme will mainstream through its actions the cross-cutting issues of inclusion and diversity, notably gender balance, and greening of Creative Europe. In this respect, projects should:

- facilitate access to European cultural and creative content for all groups and audiences, especially for professionals and participants with disadvantaged backgrounds and fewer opportunities related to disability or health problems, economic, social or geographical obstacles or cultural differences. Particular attention will be paid to fostering gender equality, in particular as a driver of creativity, economic growth and innovation. Projects must seek to promote gender equality and non-discrimination mainstreaming. All activities funded under the programme must incorporate a gender equality perspective and contribute to the equal empowerment of women and men, ensuring that they achieve their full potential and benefit from the same rights.
- contribute to the European Green Deal, in particular, by encouraging its operators to adopt more environmentally sustainable practices and, by this, to contribute to the achievement of the overall target of 30% of the Union budget expenditures supporting climate objectives. Culture can play an important role in the green transition through awareness-raising, learning, communication and in the sharing of knowledge and good practices, and has the potential to develop innovative ways of tackling environmental challenges and to minimize the impact on environment (such as for example sustainable mobility or energy savings).

2. Objectives — Themes and priorities — Activities that can be funded — Expected impact

CREA-CULT-2023-LIT — Circulation of European literary works

Objectives

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

Themes and priorities (scope)

- strengthening the transnational circulation and diversity of European literary works
- encouraging the translation and promotion of works of fiction written in lesser-used languages to increase their circulation to larger markets in Europe and beyond
- reaching new audiences for European literary works in Europe and beyond
- strengthening the competitiveness of the book sector by encouraging cooperation within the book value chain.

In addition,

- The principle of fair remuneration of writers and translators should be respected in line with the ["Translators on the cover"](#) report by the EU Member States' experts group on multilingualism and translation mandated by the Council under the [Open Method of Coordination](#).
- Considering the exceptional circumstances in Europe, projects with the objective of providing European or Ukrainian books in Ukrainian language to Ukrainian refugees and displaced people will be encouraged. In this regard, the printing, distribution and promotion of European or Ukrainian works of fiction in Ukrainian will be eligible. NB: Projects should still satisfy the general eligibility conditions and include at least 5 translations (see section 6).

Activities that can be funded (scope)

Translation, publication, promotion and distribution of literary works of fiction as well as activities to help the sales of translation rights in Europe and beyond.

The proposed activities should be grouped, in the application form part B, in coherent work packages (i.e. major sub-division of the project). Each work package must have a corresponding list of activities, deliverables, milestones and critical risks (see section 10).

Expected impact

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

Each project must be based on a sound editorial and promotional strategy covering a package of at least 5 eligible works of fiction translated from and into eligible languages, and must include the following elements:

- the proposed package contributes to the diversity of literature in the target country (or countries) by including works of fiction from countries that are underrepresented, and in particular works written in lesser-used languages,
- the distribution strategy ensures wide and easy access to the works for the general public,
- the promotion strategy contributes to an enlargement and renewal of the audience,
- the project encourages collaboration between authors, translators, publishers, distributors, booksellers, libraries, festivals, literary events, etc.,
- the project contributes to raising the profile of translators and respects the principle of fair remuneration,
- the project addresses the Creative Europe programme cross-cutting issues and the Culture Strand 2023 priorities (see section 1. Background for details).

3. Available budget

The available call budget is **EUR 5 000 000**.

Specific budget information per topic can be found in the table below.

Topic	Topic budget
Circulation of European literary works	EUR 5 000 000

The availability of the call budget still depends on the adoption of the budget 2023 by the EU budgetary authority.

We reserve the right not to award all available funds, depending on the proposals received and the results of the evaluation.

4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	15 November 2022
<u>Deadline for submission:</u>	21 February 2023– 17:00:00 CET (Brussels)
Evaluation:	March-May 2023
Information on evaluation results:	June-July 2023
GA signature:	August-October 2023

5. Admissibility and documents

Proposals must be submitted before the **call deadline** (see *timetable section 4*).

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the [Search Funding & Tenders](#) section). Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms provided *inside* the Submission System (⚠ NOT the documents available on the Topic page — they are only for information).

Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents:

- Application Form Part A — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project (*to be filled in directly online*)
- Application Form Part B — contains the technical description of the project (*to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded*)
- Part C (*to be filled in directly online*) containing additional project data
- **mandatory annexes and supporting documents** (*to be uploaded*):

- detailed budget table (*template available in the Submission System*)
- CVs (standard) of core project team
- activity reports of last year: not applicable
- list of previous projects (key projects for the last 4 years) (*template available in Part B*)
- other annexes:
 - *List of publications* (mandatory template available in the submission system)
 - *Declaration on publications* (mandatory template available in the submission system)
 - *CVs or biographies of translators*

Please be aware that since the detailed budget table serves as the basis for fixing the lump sums for the grants (and since lump sums must be reliable proxies for the actual costs of a project), the costs you include **MUST** comply with the basic eligibility conditions for EU actual cost grants (see [AGA – Annotated Grant Agreement, art 6](#)). This is particularly important for purchases and subcontracting, which must comply with best value for money (or if appropriate the lowest price) and be free of any conflict of interests. If the budget table contains ineligible costs, the grant may be reduced (even later on during the project implementation or after their end).

At proposal submission, you will have to confirm that you have the **mandate to act** for all applicants. Moreover you will have to confirm that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc). Before signing the grant, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.

Your application must be **readable, accessible and printable**.

Proposals are limited to maximum **70 pages** (Part B). Evaluators will not consider any additional pages.

You may be asked at a later stage for further documents (*for legal entity validation, financial capacity check, bank account validation, etc.*).

 For more information about the submission process (including IT aspects), consult the [Online Manual](#).

6. Eligibility

Eligible participants (eligible countries)

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

- be legal entities (public or private bodies)
- be established in one of the eligible countries, i.e.:
 - Creative Europe Participating Countries:
 - EU Member States (including overseas countries and territories (OCTs))

- non-EU countries:
 - listed EEA countries and countries associated to the Creative Europe Programme or countries which are in ongoing negotiations for an association agreement and where the agreement enters into force before grant signature ([list of participating countries](#))

- Other eligibility conditions:
 - Applicants (Coordinator) must have had a legal existence for at least 2 years on the date of the deadline for submission of applications.
 - Applicants (Coordinator) must be active in the publishing and book sector.

Beneficiaries and affiliated entities must register in the [Participant Register](#) — before submitting the proposal — and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

Other entities may participate in other consortium roles, such as associated partners, subcontractors, third parties giving in-kind contributions, etc (*see section 13*).

Specific cases

Natural persons — Natural persons are NOT eligible (with the exception of self-employed persons, i.e. sole traders, where the company does not have legal personality separate from that of the natural person.

International organisations — International organisations are eligible. The rules on eligible countries do not apply to them.

Entities without legal personality — Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf, and offer guarantees for the protection of the EU financial interests equivalent to that offered by legal persons⁶.

EU bodies — EU bodies (with the exception of the European Commission Joint Research Centre) can NOT be part of the consortium.

Associations and interest groupings — Entities composed of members may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'⁷.

 Please note that if the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

Countries currently negotiating association agreements — Beneficiaries from countries with ongoing negotiations (*see list above*) may participate in the call and can sign

⁶ See Article 197(2)(c) EU Financial Regulation [2018/1046](#).

⁷ For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation [2018/1046](#).

grants if the negotiations are concluded before grant signature (with retroactive effect, if provided in the agreement).

EU restrictive measures — Special rules apply for certain entities (*e.g. entities subject to [EU restrictive measures](#) under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)*⁸ and entities covered by Commission Guidelines No [2013/C 205/05](#)⁹). Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

Consortium composition

Both applications by single applicants and proposals submitted by a consortium are allowed.

A consortium must be of at least 2 applicants (beneficiaries; not affiliated entities).

The coordinator must have had a legal existence for at least 2 years on the date of the deadline for submission.

The coordinator must be active in the publishing and book sector.

Eligible activities

Eligible activities are the ones set out in section 2 above.

Projects must comply with EU policy interests and priorities

Financial support to third parties is allowed for grants and prizes under the following conditions:

- the calls must be open, published widely and conform to EU standards concerning transparency, equal treatment, conflict of interest and confidentiality
- the outcome of the call must be published on the participants' websites, including a description of the selected projects, award dates, project durations, and final recipient legal names and countries
- the calls must have a clear European dimension.

Financial support to third parties will be accepted in projects which comply with the above criteria.

Your project application must clearly specify why financial support to third parties is needed, how it will be managed and provide a list of the different types of activities for which a third party may receive financial support. The proposal must also clearly describe the results to be obtained.

⁸ Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

⁹ Commission guidelines No [2013/C 205/05](#) on the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards (OJEU C 205 of 19.07.2013, pp. 9-11).

Eligible projects

Each project must include at least 5 eligible works of fiction translated from and into eligible languages.

In addition to the minimum number of translated works of fictions, projects may include the printing, promotion and distribution of (non-translated) European or Ukrainian works of fiction in Ukrainian (see section 2 – *Themes and priorities*).

In addition, the project should comply with the following requirements regarding works eligibility.

Eligible languages

- The source language and target language must be one of the "officially recognised languages" of the eligible countries. "Officially recognised languages" are those defined by the Constitution or any relevant law of the respective country.
- Translation from Latin and Ancient Greek into officially recognised languages are eligible.
- Translation must have a transnational dimension; hence, the translation of national literature from one official language into another official language of the same country is not eligible if there is no distribution strategy outside the country in question.

Eligible original works to be translated

- Works of fiction¹⁰, irrespective of their literary genre or format (print or digital book (including audiobook), such as novel, short story, theatre and radio play, poetry, comics and youth literature.
- Works must already be published by the submission deadline.
- Works must be written by authors who are nationals of, residents in, or recognised as part of the literary heritage of an eligible country.
- Works must not be already translated into the target language, unless a new translation corresponds to a clearly assessed need.

Duration

Projects should not normally exceed 36 months (extensions are possible, if duly justified and through an amendment).

Ethics

Projects must comply with:

- highest ethical standards and
- applicable EU, international and national law.

¹⁰ Non-fiction works are not eligible. Non-fiction works include autobiographies, biographies, or essays without fictional elements; tourist guides; works in the field of humanities and social sciences (such as history, philosophy, economy, etc.) and works related to other sciences (such as physics, mathematics, etc.).

They may not include pornographic or racist material or advocate violence.

7. Financial and operational capacity and exclusion

Financial capacity

Applicants must have **stable and sufficient resources** to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all these projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the [Participant Register](#) during grant preparation (*e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc*). The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

The check will normally be done for all coordinators, except:

- public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations
- entities active in cultural and creative sectors that have received over 50% of their annual revenue from public sources over the last two years
- if the project requested grant amount is not more than EUR 60 000.

If needed, it may also be done for affiliated entities.

If we consider that your financial capacity is not satisfactory, we may require:

- further information
- an enhanced financial responsibility regime, i.e. joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities (*see below, section 10*)
- prefinancing paid in instalments
- (one or more) prefinancing guarantees (*see below, section 10*)

or

- propose no prefinancing
- request that you are replaced or, if needed, reject the entire proposal.

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

Operational capacity

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).

This capacity will be assessed together with the 'Project Management' award criterion, on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

If the evaluation of the award criterion is positive, the applicants are considered to have sufficient operational capacity.

Applicants will have to show their capacity via the following:

- general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project
- description of the consortium participants
- list of previous projects (key projects for the last 4 years).
- List of publications and Declaration on publications
- CVs or biographies of translators

Additional supporting documents may be requested, if needed to confirm the operational capacity of any applicant.

Public bodies, Member State organisations, international organisations and entities active in cultural and creative sectors that have received over 50% of their annual revenue from public sources over the last two years are exempted from the operational capacity check.

Exclusion

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate¹¹:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct¹² (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- guilty of irregularities within the meaning of Article 1(2) of Regulation No [2988/95](#) (including if done by persons having powers of representation,

¹¹ See Articles 136 and 141 of EU Financial Regulation [2018/1046](#).

¹² Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

decision making- or control, beneficial owners or persons who are essential for the award/implementation of the grant)

- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be refused if it turns out that¹³:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information
- they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

8. Evaluation and award procedure

The proposals will have to follow the **standard submission and evaluation procedure** (one-stage submission + one-step evaluation).

An **evaluation committee** (assisted by independent outside experts) will assess all applications. Proposals will first be checked for formal requirements (admissibility, and eligibility, *see sections 5 and 6*). Proposals found admissible and eligible will be evaluated (for each topic) against the operational capacity and award criteria (*see sections 7 and 9*) and then ranked according to their scores.

For proposals with the same score (within a topic) a **priority order** will be determined according to the following approach:

Successively for every group of *ex aequo* proposals, starting with the highest scored group, and continuing in descending order:

- 1) The *ex aequo* proposals within the same topic will be prioritised according to the scores they have been awarded for the award criterion 'Relevance'. When these scores are equal, priority will be based on their scores for the criterion 'Dissemination'. When these scores are equal, priority will be based on their scores for the criterion 'Quality of content and activities'.
- 2) If this does not allow to determine the priority, a further prioritisation can be done by considering the overall project portfolio and the creation of positive synergies between projects, or other factors related to the objectives of the call. These factors will be documented in the panel report.

All proposals will be informed about the evaluation result (**evaluation result letter**). Successful proposals will be invited for grant preparation; other ones will be put on the reserve list or rejected.

 No commitment for funding — Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc.*

Grant preparation will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also

¹³ See Article 141 EU Financial Regulation [2018/1046](#).

include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Compliance will be a pre-condition for signing the grant.

If you believe that the evaluation procedure was flawed, you can submit a **complaint** (following the deadlines and procedures set out in the evaluation result letter). Please note that notifications which have not been opened within 10 days after sending are considered to have been accessed and that deadlines will be counted from opening/access (see also [Funding & Tenders Portal Terms and Conditions](#)). Please also be aware that for complaints submitted electronically, there may be character limitations.

9. Award criteria

The **award criteria** for this call are as follows:

Relevance (30 points):

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

- is relevant to the **objectives and priorities** of the call and has, in particular, the potential to increase the diversity of European literature in the targeted countries;
- is based on a sound and adequate **needs** analysis and complements other actions;
- addresses Creative Europe cross-cutting issues and Culture strand 2023 priorities;
- brings the **European added value** (i.e. transnational character of the actions and activities which complement regional, national, international and other Union programmes and policies) and will contribute to the circulation of European works of fiction.

Quality of content and activities (30 points):

This criterion will take into account the extent to which:

- the proposed concept and methodologies (including the editorial strategy) are appropriate for achieving the project's objectives;
- the target groups will benefit from the project and the effect on them;
- the project design is consistent and coherent, and feasible within the proposed time frame;
- the distribution strategy has the potential to ensure an easy access to the translated works .

Project management (20 points):

This criterion will take into account the extent to which:

- the proposal includes effective mechanisms for coordination between the participating organisations and proposes an adequate management of the activities;
- the project's budget is cost effective, allocates appropriate resources to each activity (sufficient/appropriate budget for proper implementation, best

value for money) and respect the principle of fair remuneration of authors and translators;

- the proposal involves the appropriate project teams, staff and outside resources (including know-how, qualifications and resources), to successfully implement the project;
- the measures planned to ensure project implementation are of high quality (including management, risk management, quality assurance and control, planning, monitoring and evaluation strategy).

Dissemination (20 points):

This criterion will take into account the extent to which:

- the project triggers change and innovation;
- the communication and dissemination strategies have the potential to reach new audiences and positively impact the target groups and participating organisations, as well as the wider community, and guarantee the visibility of the Creative Europe Programme support;
- the proposal includes concrete and effective steps to ensure the sustainability of the project, and its capacity to have a lasting impact and produce results after the end of the action.

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

Maximum points: 100 points.

Individual thresholds per criterion: 15/30, 15/30, 10/20 and 10/20 points.

Overall threshold: 70 points.

Proposals that pass the individual thresholds AND the overall threshold will be considered for funding — within the limits of the available call budget. Other proposals will be rejected.

10. Legal and financial set-up of the Grant Agreements

If you pass evaluation, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the EU Project Officer.

This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning deliverables, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on [Portal Reference Documents](#).

Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement (*Data Sheet, point 1*). Normally the starting date will be after grant signature. Retroactive application can be granted exceptionally for duly justified reasons — but never earlier than the proposal submission date.

Project duration: 36 months (extensions are possible, if duly justified and through an amendment).

Milestones and deliverables

The milestones and deliverables for each project will be managed through the Portal Grant Management System and will be reflected in Annex 1 of the Grant Agreement.

Each work package should have at least 1 deliverable, but it is highly recommended to have more than 1 deliverable.

All deliverables should illustrate the scope, reach, progress and success of the proposed activities.

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

– **WP 1 – Project management** (mandatory)

This work package should include the management, planning, administration, and evaluation activities of the project. This work package might present activities such as meetings, evaluation, coordination and quality control activities, strategy development, preparation of reports, etc.

Deliverables of this work package might include agendas or minutes of meetings, evaluation and/or quality control reports, a set of indicators for the assessment of activities and their impact, conception/planning reports, etc.

– **WP 2 – Translation** (mandatory for each book)

Deliverables of this work package shall include contracts with the translators (mandatory), proofs of payment and declarations signed by the translator (mandatory); may also include: translation excerpts, copy of the translated book (no draft version), etc.

– **WP 3 – Publication and Distribution** (mandatory for each book)

Deliverables of this work package shall include published books (print or digital format) (mandatory); biographies of the translators included in the published books (mandatory) and may also include: design, artworks and layout of the books, metadata of the books, etc.

– **WP 4 – Promotion and Communication** (mandatory for the whole project and for each book)

This work package should group the activities that aim to ensure adequate visibility of each book, including the visibility of the author and the translator, as well as the visibility of the activities of the project and wide dissemination of its results beyond local, regional and national levels.

For the whole project, deliverables of this work package might include a communication and dissemination strategy, communication/dissemination campaigns, materials used for the promotion of events and talents, distribution and dissemination activities, communication/dissemination materials, as well as advertising and branding materials (brochures, programmes, posters, banners, tag lines, mission statements, graphic design specifications), press reviews, etc.

For each book, deliverables for this work package shall include promotion on-site (banners, posters, postcards, etc.), offline promotion (catalogues, brochures, leaflets, press kit, etc.) ; online promotion (websites, blogs, electronic press kits, newsletters, online ads, etc.); social media communication (Facebook, Twitter, Instagram, etc.); press coverage, media reports; radio/TV broadcasts & podcasts, videos (links); events (live or online) etc.

– **WP 5 – Support to Ukrainian works of fiction** (if applicable)

This work package should group together the activities of printing, promotion and distribution of works of fiction in Ukrainian in order to ensure their visibility (as well as the visibility of the author) and their access and availability to Ukrainian displaced people and refugees.

Deliverables of this work package might include deliverables listed in **WP3 – Publication and Distribution** and **WP 4 – Promotion and Communication**.

– Additional work packages may be added.

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*).

Project budget (maximum grant amount):

- small-scale : projects proposing translation of at least 5 books can request up to EUR 100 000;
- medium-scale : projects proposing translation of at least 11 books can request up to EUR 200 000;
- large scale : projects proposing translation of at least 21 books can request up to EUR 300 000.

The grant awarded may be lower than the amount requested.

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 60%.

Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement (*Data Sheet, point 3, art 6 and Annex 2*).

Budget categories for this call:

- Lump sum contributions¹⁴

Specific cost eligibility rules for this call:

- Costs for financial support to third parties: can be included in the detailed budget table for grants and prizes. Maximum amount per third party EUR 60 000.
- Costs related to translation and publication rights are not eligible.

Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement (*Data Sheet, point 4 and art 21 and 22*).

After grant signature, you will normally receive a **prefinancing** to start working on the project (float of normally **80%** of the maximum grant amount; exceptionally less or no prefinancing). The prefinancing will be paid 30 days from entry into force/financial guarantee (if required) — whichever is the latest.

There will be no **interim payments**

Payment of the balance: At the end of the project, we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

All payments will be made to the coordinator.

 Please be aware that payments will be automatically lowered if one of your consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset by us — in line with the conditions set out in the Grant Agreement (*see art 22*).

Please also note that you are responsible for keeping records on all the work done.

Prefinancing guarantees

If a prefinancing guarantee is required, it will be fixed in the Grant Agreement (*Data Sheet, point 4*). The amount will be set during grant preparation and it will normally be equal to or lower than the prefinancing for your grant.

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State. If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in your country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

Prefinancing guarantees are formally NOT linked to individual consortium members, which means that you are free to organise how to provide the guarantee amount (*by one or several beneficiaries, for the overall amount or several guarantees for partial amounts, by the beneficiary concerned or by another beneficiary, etc*). It is however

¹⁴ [Decision](#) of 26 May 2021 authorising the use of lump sums for actions under the Creative Europe Programme.

important that the requested amount is covered and that the guarantee(s) are sent to us in time to make the prefinancing (scanned copy via Portal AND original by post).

If agreed with us, the bank guarantee may be replaced by a guarantee from a third party.

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the Grant Agreement.

Certificates

Depending on the type of action, size of grant amount and type of beneficiaries, you may be requested to submit different certificates. The types, schedules and thresholds for each certificate are fixed in the Grant Agreement (*Data Sheet, point 4 and art 24*).

Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement (*Data Sheet point 4.4 and art 22*).

For beneficiaries, it is one of the following:

- limited joint and several liability with individual ceilings — *each beneficiary up to their maximum grant amount*
- unconditional joint and several liability — *each beneficiary up to the maximum grant amount for the action*

or

- individual financial responsibility — *each beneficiary only for their own debts*.

In addition, the granting authority may require joint and several liability of affiliated entities (with their beneficiary).

Provisions concerning the project implementation

IPR rules: *see Model Grant Agreement (art 16 and Annex 5)*:

- different rights of use of the granting authority on materials, documents and information received for policy, information, communication, dissemination and publicity purposes: Yes

Communication, dissemination and visibility of funding: *see Model Grant Agreement (art 17 and Annex 5)*:

- additional communication and dissemination activities: Yes
- special logos: Yes

Specific rules for carrying out the action: *see Model Grant Agreement (art 18 and Annex 5)*: n/a

Other specificities

n/a

Non-compliance and breach of contract

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).



For more information, see [AGA – Annotated Grant Agreement](#).

11. How to submit an application

All proposals must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a **2-step process**:

a) create a user account and register your organisation

To use the Submission System (the only way to apply), all participants need to [create an EU Login user account](#).

Once you have an EU Login account, you can [register your organisation](#) in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

b) submit the proposal

Access the Electronic Submission System via the Topic page in the [Search Funding & Tenders](#) section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 4 parts, as follows:

- Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online
- Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file
- Part C containing additional project data. To be filled in directly online.
- Annexes (*see section 5*). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type.

The proposal must keep to the **page limits** (*see section 5*); excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System otherwise the proposal might be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (*see section 4*). After this deadline, the system is closed and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the [IT Helpdesk webform](#), explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the [Online Manual](#). The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

12. Help

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

- [Online Manual](#)
- FAQs on the Topic page (for call-specific questions in open calls; not applicable for actions by invitation)
- [Portal FAQ](#) (for general questions).

Please also consult the Topic page regularly, since we will use it to publish call updates. (For invitations, we will contact you directly in case of a call update).

Contact

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

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

Please indicate clearly the reference of the call and topic to which your question relates (*see cover page*).

13. Important



IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc.*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- **Registration** — Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form.
- **Consortium roles** — When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.

The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. **Associated partners** and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding). **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application.

- **Coordinator** — In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.
- **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any).
- **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.
- **Consortium agreement** — For practical and legal reasons it is recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.

- **Balanced project budget** — Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties, etc.*). You may be requested to lower your estimated costs, if they are ineligible (including excessive).
- **No-profit rule** — Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.
- **No double funding** — There is a strict prohibition of double funding from the EU budget (except under EU Synergies actions). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances declared to two different EU actions.
- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).
- **Combination with EU operating grants** — Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice (see [AGA — Annotated Model Grant Agreement, art 6.2.E](#)).
- **Multiple proposals** — Applicants may submit more than one proposal for *different* projects under the same call (and be awarded a funding for them). Organisations may participate in several proposals. BUT: if there are several proposals for *very similar* projects, only one application will be accepted and evaluated; the applicants will be asked to withdraw one of them (or it will be rejected).
- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
- **Language** — You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, see *section 12*).

- **Transparency** — In accordance with Article 38 of the [EU Financial Regulation](#), information about EU grants awarded is published each year on the [Europa website](#).

This includes:

- beneficiary names
- beneficiary addresses
- the purpose for which the grant was awarded
- the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

- **Data protection** — The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the [Funding & Tenders Portal Privacy Statement](#).