



# **Creative Europe Programme (CREA)**

## **Call for proposals**

Support to the Ukrainian Cultural and Creative Sectors

(CREA-CULT-2025-COOP-UA)

Version 1.0  
30 October 2024

<b>HISTORY OF CHANGES</b>			
<b>Version</b>	<b>Publication Date</b>	<b>Change</b>	<b>Page</b>
1.0	30 October 2024	– Initial version (new MFF).	
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## EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

EACEA.B - Creativity, Citizens, 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** in the field of culture under 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](#)<sup>1</sup>).

The call is launched in accordance with the [2025 Work Programme](#)<sup>2</sup> and will be managed by the **European Education and Culture Executive Agency (EACEA)** ('Agency').

The call covers the following **topics**:

- **CREA-CULT-2025-COOP-UA-1 – Topic 1: Supporting Ukrainian artists and cultural organisations to co-create/showcase**
- **CREA-CULT-2025-COOP-UA-2 – Topic 2: Fostering Ukrainians' access to culture and cultural heritage**
- **CREA-CULT-2025-COOP-UA-3 – Topic 3: Preparing the post-war recovery of the Ukrainian cultural and creative sectors**

Each project application under the call must address only one of these topics. Applicants cannot submit more than one proposal under this call.

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)

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<sup>1</sup> 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).

<sup>2</sup> Commission Implementing Decision C(2024)6503 of 18 September 2024 concerning the adoption of the work programme for 2025 and the financing decision for the implementation of the Creative Europe Programme.

- 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:
  - 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 [EU Funded projects | EU Funding & Tenders Portal \(europa.eu\)](#) website to consult the list of projects funded previously.

## 1. Background

**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. Those sectors include, inter alia, architecture, archives, libraries and museums, artistic crafts, audio-visual (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 audio-visual sector.

The objectives of the Programme take into account the dual nature of the cultural and creative sectors, recognising, on the one hand, the intrinsic and artistic value of culture and, on the other, the economic value of those sectors, including their broader contribution to growth and competitiveness, creativity and innovation. The objectives are pursued in a way that encourages inclusion, equality, diversity and participation, including, where appropriate, specific incentives that encourage the active participation in the cultural and creative sectors of people with disabilities, people belonging to minorities and people belonging to socially marginalised groups, including both the creative process and audience development; and gender equality, in particular as a driver of economic growth, innovation and creativity.

EU values being at the core of the EU programmes, beneficiaries and activities implemented within actions of the Creative Europe Programme have to respect the EU values, as reflected in Article 2 of the Treaty on European Union, and the rights and principles enshrined in the Charter of Fundamental Rights of the European Union, particularly Article 21: respect of human dignity, freedom, democracy, equality, rule of law, respect for human rights, non-discrimination based on sex, race, ethnic or social origins, genetic features, language, religion or belief, political or any other

opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

### **Policy framework**

Europe faces an unprecedented combination of challenges and opportunities: geopolitical instability and EU enlargement, the autonomy of industry and the single market, digital transformation, contributing to environmental sustainability, upholding democracy and rule of law including media freedom and pluralism, and inclusion. The cultural and creative sectors are uniquely placed to contribute to addressing these challenges and tapping into these opportunities, whilst at the same time being affected by them.

Creative Europe will continue to support and underpin policy initiatives that are relevant to the cultural, creative, and audiovisual sectors.

The Programme remains fully aligned with the overarching objectives of the Commission's 2018 [New European Agenda for Culture](#) and with the priorities and corresponding actions identified in the [EU Work Plan for Culture 2023-2026](#).

The [European Parliament own-initiative report on the implementation of the Creative Europe Programme 2021-2027](#), that positively assesses the Programme's effective implementation in 2021 and 2022 and its impact on the cultural and creative sectors, highlights the relevance of the Programme which attracts a high number of actors of the cultural and audiovisual sectors<sup>3</sup>.

In line with the European Parliament own-initiative legislative report 'EU framework for the social and professional situation of artists and workers in the cultural and creative sectors' of 21 November 2023, further activities, such as thematic workshops, a platform on artists' and creative professionals' working conditions will be pursued and give insights on this question<sup>4</sup>.

### **CREATIVE EUROPE CONTRIBUTION TO OVERARCHING EU PRIORITIES**

Projects financed under Creative Europe will contribute to the green transition, to strengthening social and economic resilience and to the digital transition, by integrating these dimensions alongside the content creation and distribution.

#### **Creative Europe contribution to the EU Greening efforts**

In 2025, the Commission will continue looking into ways how environmental, sustainable, and proportional measures are effectively and efficiently introduced in Creative Europe actions, addressing the objectives of the European Green Deal, while respecting the core values of the Programme. The results of the study "[Greening the Creative Europe programme](#)", published in May 2023, may serve as an inspiration for culture and creative stakeholders.

This is aligned with the EU Work Plan for Culture 2023- 2026 highlighting the need to stimulate the green transition of the cultural and creative sectors and providing for

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<sup>3</sup> European Parliament resolution of 16 January 2024 on the implementation of the Creative Europe Programme 2021-2027 (2023/2003(INI)): [Texts adopted - Implementation of the Creative Europe programme 2021-2027 - Tuesday, 16 January 2024 \(europa.eu\)](#)

<sup>4</sup> European Parliament resolution of 21 November 2023 with recommendations to the Commission on an EU framework for the social and professional situation of artists and workers in the cultural and creative sectors (2023/2051(INL)): [2023/2051\(INL\) - 21/11/2023 - EU framework for the social and professional situation of artists and workers in the cultural and creative sectors \(europa.eu\)](#)

corresponding actions, including the set-up of an Open Method of Coordination (OMC) group of experts from both cultural and environmental-climate policies, which is expected to produce recommendations by the end of 2025.

The network of Green Contact Points in Creative Europe Culture Desks, launched in October 2023, has increased the capacity of the desks so that they can better support potential applicants in calls under the Culture strand of the Programme to reflect green aspects in their application.

Furthermore, in line with the **European Green Deal** and **Creative Europe's** ambition to support environmentally sustainable cultural practices as outlined in the study "[How Creative Europe aims to go green](#) », the European Commission has published a new document focused on the [quality assessment of green aspects in Creative Europe \(Culture Strand\) projects](#). This document offers valuable guidance for both applicants and evaluators, covering key concepts, essential questions, and basis to assess environmental sustainability aspects included in projects.

### **Inclusion and gender equality**

Gender equality and social inclusion remain at the heart of the Creative Europe Programme, meaning that funded projects must address these topics. In the assessment of proposals across all actions, a special focus will be placed on the strategies put forth by applicants to guarantee social inclusion and gender balance.

The Programme aligns with the European Commission's Strategy for the Rights of Persons with Disabilities 2021-2030 and the Gender Equality Strategy spanning from 2020 to 2025. This commitment is reflected in various policy initiatives outlined in the 2018 New European Agenda for Culture, the Council's 2019–2022 and 2023-2026 Work Plans for Culture.

In this way, projects under the Creative Europe Programme will contribute to the [Commission equality strategies under](#) the Union of Equality initiative, on gender equality, anti-racism and fighting antisemitism, Roma strategic framework for equality, inclusion and participation, LGBTIQ equality and rights of persons with disabilities.

### **Digital transition**

The way in which cultural content is created, produced, distributed, and disseminated is increasingly digital.

The acceleration in generative Artificial Intelligence applications has raised new opportunities as well as concerns. In particular, it is of utmost importance that the training and deployment of these models is carried out in full respect of copyright. The provisions included in the [Artificial Intelligence Act](#) will support the enforcement of the EU copyright rules for the training of general-purpose AI models and will increase transparency about the training content. Furthermore, AI generated content will have to be labelled as such.

Meanwhile, artists, cultural professionals and creative companies and organisations need to position themselves to be ready to take advantage of the new opportunities offered by AI.

Stakeholders have highlighted how AI and data are facilitating new ways of creation, opening new markets and influencing the entire value chain e.g. transforming the creation, production, promotion, distribution and dissemination of content. There are also concerns related to the potential impact of automation and AI on jobs and skills, fairness and cultural diversity. Creative Europe funding, in particular on European



Cooperation, skills and talent, innovative tools and cross-sectoral collaboration will be a catalyst for the sector to take up this technology.

Creative Europe will continue to support projects to accelerate the digital transition, to leverage the role that artists, creative and cultural professionals may play in shaping a fair and ethical digital environment aligned with European values and to foster innovative formats and experiences, tools, and applications.

The Programme will also be implemented in line with the values enshrined in the declaration on European Digital rights and principles declaration, which promotes a sustainable, human-centric vision for the digital transformation.

### **International relations**

Following the Russian's war of aggression against Ukraine, Creative Europe launched specific actions to respond to the needs of Ukrainian cultural and creative sectors. These actions helped Ukrainian organisations to continue creating and showcasing Ukrainian culture, addressing the need of Ukrainians to have access to culture and of the cultural heritage to be preserved. In 2025, Creative Europe will continue supporting Ukrainian artists and cultural operators to showcase their work and support the Ukrainian displaced population in accessing culture in these extremely challenging times. The participation of Ukrainian organisations is therefore specifically encouraged for the following calls: "Circulation of European Literary Works" and "European Cooperation Projects".

### **Culture strand priorities**

More specifically, projects supported by the Creative Europe Programme through its Culture strand will foster transnational cooperation among cultural and creative organisations and allow for the circulation and visibility of European works and the mobility of professionals of the cultural and creative sectors. At the same time, the Creative Europe Programme will encourage capacity-building within the European cultural and creative sectors and enhance their capacity to nurture talent, to innovate, to prosper and generate jobs and growth.

Furthermore, the Creative Europe Culture strand will continue to support societal resilience and enhancement of social inclusion in and through culture, democratic participation for all, as well as intercultural dialogue. In addition, the Creative Europe Culture strand will continue to support citizens' democratic participation via cultural activities as the correlation between the two notions was highlighted in the [report 'Culture and Democracy'](#), published by the European Commission in 2023.

## **2. Objectives – Themes and priorities – Activities that can be funded – Expected impact**

### **Scene setter**

Russia's war of aggression against Ukraine has had devastating effects on the Ukrainian cultural and creative sectors with many organisations and artists that cannot operate and reach out to their national and international audiences.

In addition, many Ukrainians, whether refugees or internally/internationally displaced people, do not have full access to culture.

This call intends to build ties between Ukrainian organisations and their counterparts based in the other countries participating in the Creative Europe programme, therefore furthering their integration into the European landscape and contributing to the EU's international cultural relations.

Within the context of the New European Agenda for Culture<sup>5</sup>, an important element of strengthening social cohesion and resilience is the development of the cultural sector, the protection and restoration of cultural heritage in Ukraine. All of these are necessary not only to help people recover but also to achieve Ukraine's ambitious goal of a more resilient and inclusive economy and society that can grow in the future.

### Objectives

The objective of this call for proposals is to select projects to respond to the abovementioned challenges and to help Ukrainian cultural and creative sectors organisations, artists and professionals tackle the ongoing and future consequences of the war, in cooperation with organisations from other Creative Europe countries.

Support will be given to 3 cooperation projects, addressing the following topics (one project per topic):

- **Topic 1:** supporting Ukrainian artists and cultural organisations to co-create with their peers in the Creative Europe participating countries and showcase their art and works in Ukraine and in Creative Europe participating countries<sup>6</sup>. **Proposals addressing this priority shall be presented by selecting topic CREA-CULT-2025-COOP-UA-1**
- **Topic 2:** Fostering Ukrainians' access to culture and cultural heritage – namely for displaced people, in Ukraine or Creative Europe participating countries – promoting integration, social cohesion or health through culture. **Proposals addressing this priority shall be presented by selecting topic CREA-CULT-2025-COOP-UA-2**
- **Topic 3:** preparing the post-war recovery of the Ukrainian cultural and creative sectors and supporting their contribution to societal resilience through capacity building and networking activities. **Proposals addressing this priority shall be presented by selecting topic CREA-CULT-2025-COOP-UA-3**

Grants will be provided to consortia of organisations to implement activities for the benefit of a wider number of stakeholders (i.e. organisations and/or individuals). It will also support activities carried out by third parties through cascading grants (see specific provisions below).

This call is open to all the cultural and creative sectors. However, considering that this action aims to pursue the objectives of the Culture strand of the Programme, projects involving exclusively organisations from the audiovisual sector and projects of an exclusive audiovisual content are not targeted for funding under it.

Applicants must describe in the application form how the project will contribute to the relevant topic. The extent to which these topics are being addressed by the project will be assessed under the award criterion 'Relevance'.

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<sup>5</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=COM:2018:267:FIN>

<sup>6</sup> See full list in section 6 'Eligible participants (eligible countries)'.

### Themes and priorities (scope)

This action will support cultural cooperation projects between Ukraine and other Creative Europe countries that will help and strengthen Ukrainian cultural and creative sectors organisations, artists and professionals. Projects shall demonstrate a very good understanding of the complexity of the current situation in Ukraine and develop actions encouraging the development, experimentation, dissemination or application of concrete practices on how culture and the arts can contribute to wartime resilience and post-war recovery.

All proposals shall take into consideration the overarching EU priorities in the design and the implementation of their project (please refer to point 1 of this document - Creative Europe contribution to overarching EU priorities) and describe in the application form how the project will contribute to them.

**Those aspects will be assessed under the award criterion 'Relevance'.**

### Activities that can be funded (scope)

Proposals shall include **activities in line with the chosen relevant topic of the call.**

Applicants should ensure that their proposals are **submitted under the adequate topic.**

### General provisions for all topics

Proposals should consider synergies with ongoing and planned EU interventions in Ukraine<sup>7</sup>.

As such, proposals should emphasise the role of culture in fostering social cohesion, regional development, economic growth, and skills development, including in the perspective of Ukraine's accession to the EU.

Applicants should embed in their proposal the benefits of cultural cooperation between cultural organisations from Ukraine and from countries of the Creative Europe programme, emphasising mutual learning and understanding.

The proposed activities shall be grouped in coherent Work Packages (i.e., a major sub-division of the project) which shall be linked to predefined deliverables. All deliverables shall illustrate the scope, reach, progress and success of the proposed activities. Details on work packages, activities and deliverables can be found in section 10 of this document.

Sustainability should be a guiding principle of proposals, with specific attention given to (1) the empowerment of Ukrainian cultural institutions that increasingly serve as hubs for community resilience, as well as (2) the stimulation of Ukrainian institutional funding at the national and local level.

**The quality of the proposed activities and Work Packages will be assessed under the award criterion 'Quality of content and activities'.**

### Specific provisions for proposals under Topic 1 and Topic 2

All proposals under any of these two topics shall include at least the following

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<sup>7</sup> Information available in the Brochure 'Supporting Ukraine's arts and culture': <https://op.europa.eu/en/publication-detail/-/publication/4ee50192-d6cb-11ee-b9d9-01aa75ed71a1>

activities:

### **Financial support to third parties (“cascading grants”)**

Proposals under Topic 1 and Topic 2 should disburse at least 70% of the EU grant through financial support to third parties to support the Ukrainian cultural and creative sectors.

The purpose is to re-distribute funds to finance sub-projects implemented by cultural and creative actors in line with the relevant topic. Cascading grants may be given via a financial donation to natural persons (e.g. allowance, scholarship, fellowship) or legal persons (public or private organisations, including NGOs), seed money to start-ups or, or other forms. They can be provided by way of grants, prizes or similar for the financing of specific sub-projects. These projects will be managed under the provisions of ‘financial support to third parties’ and **implemented in the countries participating in the Creative Europe programme** subject to the following provisions:

- The financial support to third parties per sub-project should be of a maximum amount of EUR 60 000 per entity (natural or legal persons) and per year. Funding of 100% of the sub-project’s total costs through the financial support to third parties may be allowed considering the current geopolitical context.
- Eligible sub-projects may be submitted by a single eligible applicant or by a consortium based in a Creative Europe country.

These funds should be awarded through at least four open calls for proposals all along project duration so that adequate support can be regularly provided in a quickly changing environment. The calls for proposals should be easily accessible to applicants, flexible, agile and match the needs of the target groups (applicants).

### **Information and support activities**

Proposals should include activities to support potential applicants to the financial support to third parties, while respecting principles of equal treatment and absence of conflict of interest. This support should include assistance in the process of preparing applications such as information sessions, helpdesk etc. Proposals should also include activities linked to the follow-up and networking of selected projects.

### **Specific provisions for proposals under Topic 3**

Proposals under this topic should help the sectors and relevant stakeholders to prepare, organise and launch actions on the recovery efforts of all the cultural and creative sectors in Ukraine. Applicants are encouraged to cover as many cultural sectors as possible. An attention should be devoted to cultural heritage management or cultural heritage protection, particularly assets at risk.

Proposals should also build on the new EU candidate status and help the cultural and creative sectors be ready for the future opportunities that may derive from this status.

Proposals should primarily focus on **capacity building** and **networking** activities.

On **capacity building**, proposals should complement and consider the ongoing efforts led by Ukraine<sup>8</sup> and seek to complement other EU actions<sup>9</sup>.

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<sup>8</sup> This includes the [Ukraine Recovery Conference](#), the [culture section](#) of the Ukraine Plan, the International Conference ‘[Towards the recovery of the culture sector of Ukraine](#)’ or the latest Rapid Damage and Needs Assessment (RDN - RDNA3 is available [here](#))

Proposals may include, among others, activities such as workshops, seminars, tutorials, studies, fact-checking missions, etc. involving sector representatives to empower them and facilitate their contribution to the abovementioned public policies. This list is not exhaustive.

On **networking**, proposals should build connexions of Ukrainian organisations and individuals (artists and culture professionals) with their peers in the EU and other Creative Europe participating countries. They may promote the inclusion or the participation in the activities of currently supported Creative Europe Networks<sup>10</sup>, thereby providing the Ukrainian and cultural sectors with access to a wide community of organisations from the sectors, in the EU and beyond. Activities should be aimed at building meaningful long-lasting links and cooperation. Specific attention should be given to the structuring of the Ukrainian cultural ecosystem, in view of the Ukraine's accession to the EU.

Proposals may include online/onsite conferences, exchange programmes across organisations, development, testing and production of networking tools, industry or sectoral events, etc. This list is not exhaustive.

Proposals may include financial support to third parties if needed for this topic.

### Expected impact

This action is expected, by reinforcing Cultural cooperation between Ukraine and other Creative Europe countries, to help Ukrainian cultural and creative sectors organisations, artists and professionals. It will also contribute to the further integration of Ukraine's cultural and creative sectors in the EU's cultural landscape.

It is expected that the action will facilitate the implementation of future investments linked to the recovery of the cultural and creative sectors in Ukraine, particularly in view of the EU candidate status.

### **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
CREA-CULT-2025-COOP-UA-1	<b>EUR 2 000 000</b>
CREA-CULT-2025-COOP-UA-2	<b>EUR 2 000 000</b>
CREA-CULT-2025-COOP-UA-3	<b>EUR 1 000 000</b>

<sup>9</sup> Information on the EU support to Ukraine can be accessed via the following link: [https://neighbourhood-enlargement.ec.europa.eu/european-neighbourhood-policy/countries-region/ukraine\\_en#solidarity-with-ukrainian-people](https://neighbourhood-enlargement.ec.europa.eu/european-neighbourhood-policy/countries-region/ukraine_en#solidarity-with-ukrainian-people)

<sup>10</sup> List of ongoing projects is available in the following link: <https://culture.ec.europa.eu/creative-europe/creative-europe-culture-strand/european-networks>

We reserve the right not to award all available funds or to redistribute them between the call objectives, depending on the proposals received and the results of the evaluation.

#### 4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	30 October 2024
<u>Deadline for submission:</u>	<u>6 February 2025 – 17:00:00 CET</u> (Brussels)
Evaluation:	February-April 2025
Information on evaluation results:	May 2025
GA signature:	November 2025

#### 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).

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*)
- **mandatory annexes and supporting documents** (*to be uploaded*):
  - detailed budget table/calculator: not applicable
  - CVs of core project team: not applicable
  - activity reports of last year: not applicable
  - list of previous projects (key projects for the last 4 years) (*template available in Part B*)


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 ([list of participating countries](#)).

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 persons<sup>11</sup>.

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

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<sup>11</sup> See Article 197(2)(c) EU Financial Regulation [2018/1046](#).

Associations and interest groupings — Entities composed of members may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'<sup>12</sup>. ⚠️ 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).

Creative Europe Desks (CEDs) — The host organisations of Creative Europe Desks are eligible as coordinator or beneficiary in open calls, if they have procedures to segregate the project management and the information provision functions and if they are able to demonstrate cost separation (i.e. that their project grants do not cover any costs which are covered by their other grant). This requires the following:

- use of analytical accounting which allows for a cost accounting management with cost allocation keys and cost accounting codes AND application of these keys and codes to identify and separate the costs (i.e. to allocate them to either one of the two grants)
- recording of all real costs incurred for the activities that are covered by the two grants (including the indirect costs)
- allocation of the costs in a way that leads to a fair, objective and realistic result. Countries currently negotiating association agreements — Beneficiaries from countries with ongoing negotiations (*see list above*) may participate in the call and can sign 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)*<sup>13</sup> and entities covered by Commission Guidelines No [2013/C 205/05](#)<sup>14</sup>). 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

Proposals must be submitted by a consortium of **at least two** applicants (beneficiaries; not affiliated entities), which complies with the following conditions:

- at least **one** organisation of the consortium is based in **Ukraine** and
- at least **one** organisation of the consortium is based in **another Creative Europe participating country**.

### Eligible activities

Eligible activities are the ones set out in section 2 above ("Activities that can be funded").

Projects must comply with EU policy interests and priorities.

<sup>12</sup> For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation [2018/1046](#).

<sup>13</sup> 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](#).

<sup>14</sup> 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).



Financial support to third parties is allowed for grants or 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.

Financial support to third parties will be accepted in proposals that comply with section 2 'Activities that can be funded (scope)' of the Call Document.

In addition, the following provisions also apply:

- The proposal must clearly specify how financial support to third parties will be managed and provide a list of the different types of activities for which a third party may receive financial support.
- The maximum amount per third party is EUR 60 000.
- The proposal must also clearly describe the results to be obtained (*see section 2 - Activities that can be funded (scope)*).
- The proposal should demonstrate that the applicant will put in place a solid management and control system to ensure that the principles of economy, efficiency and effectiveness are respected.
- Activities carried out by third parties must be completed during the period covered by the grant Agreement. Only costs incurred during that period can be considered eligible.

### 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.

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 beneficiaries, 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 individual 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).

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 participate<sup>15</sup>:

- 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 misconduct<sup>16</sup> (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, decisionmaking- 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 that<sup>17</sup>:

- 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).

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<sup>15</sup> See Articles 136 and 141 of EU Financial Regulation [2018/1046](#).

<sup>16</sup> 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.

<sup>17</sup> See Article 141 EU Financial Regulation [2018/1046](#).

## 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 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 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) Projects focusing on a theme that is not otherwise covered by higher ranked projects will be considered to have the highest priority.
- 2) 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'.
- 3) 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.
- 4) After that, the remainder of the available call budget will be used to fund projects across the different topics in order to ensure a balanced spread of the geographical and thematic coverage and while respecting to the maximum possible extent the order of merit based on the evaluation of the award criteria.

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 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): Background and objectives; Needs analysis; Complementarity with other actions and innovation – European added value; EU overarching priorities.
- **Quality of content and activities** (25 points): Concept, methodology and project design; Partnership and consortium; Target groups and audiences.
- **Project management** (30 points): Consortium management and decision-making; Project teams, staff and outside resources (including operational capacity); Cost effectiveness and financial management; Project management, quality assurance, risk management and monitoring and evaluation strategy.
- **Dissemination** (15 points): Impact and ambition; Communication, dissemination and visibility.

Award criteria	Minimum pass score	Maximum score
Relevance	15	30
Quality of content and activities	13	25
Project management	15	30
Dissemination	8	15
<b>Overall (pass) scores</b>	70	<b>100</b>

Maximum points: 100 points.

Individual thresholds per criterion: 15/30, 13/25, 15/30 and 8/15 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.

The project activities must be organised in work packages.

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.

- **WP 1 – Project management and coordination (mandatory for all topics)**

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

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

- **WP 2 – Communication and dissemination (mandatory for all topics)**

This work package should group the activities aiming at ensuring adequate visibility of the activities of the project and a wide dissemination of its results beyond local, regional and national levels.

Deliverables of this work package might include among others a communication and dissemination strategy, communication/dissemination campaigns, promotion of events and talents, distribution and dissemination activities, production of communication/dissemination material, advertising and branding materials (brochures, programmes, posters, banners, tag lines, mission statements, graphic design specifications), and press reviews, etc., illustrating the scope, reach, progress and success of the proposed activities.

- **WP 3 – Support to third parties through open calls for proposals (mandatory for proposals submitted under Topic 1 and Topic 2)**

For proposals addressing Topics 1 and 2, this work package should include the launch, management and monitoring of the calls for proposals to distribute the financial support to third parties (support scheme).

The activities should include the design of the calls for proposals, publication of the calls, the evaluation and selection of applications, distribution of financial support to selected third parties and monitoring of support to third parties.

Deliverables might include among others a minimum of four calls for proposals, a number of selected proposals, evaluation reports, webpage with information on the calls for proposals published, names of funded third parties, etc.

- **WP 4 – Information and support activities (mandatory for proposals submitted under Topic 1 and Topic 2)**

For proposals addressing Topics 1 and 2, this work package should include activities supporting applicants in the process of preparing applications (information sessions, helpdesk etc.) for the financial support to third parties.

This work package should also include activities linked to the follow-up and networking of selected projects.

Deliverables might include among others information sessions, coaching exercises, networking events or other activities as appropriate.

– **WP 3 – Capacity Building (mandatory for proposals addressing Topic 3)**

This work package includes the activities directly building the capacities of professionals. Activities should help the sectors and relevant stakeholders, prepare, organise and launch actions helping the recovery efforts of the cultural and creative sectors in Ukraine, in line with the description of Topic 3.

Deliverables might include workshops, seminars, tutorials, studies, etc. involving sector representatives to empower them on the themes raised in the Topic 3 description. This list is not exhaustive.

– **WP 4 – Networking activities (mandatory for proposals addressing Topic 3)**

This work package included the networking of organisations and individuals (artists and culture professionals) based in the EU and other Creative Europe participating countries, in line with the description of Topic 3.

Deliverables might include only major project activities or outputs such as: online/onsite conferences, exchange programmes across organisations, development, testing and production of networking tools, industry or sectoral events, etc. This list is not exhaustive.

**Additional work packages may be added according to the scope of the project.**

*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):

- For proposals addressing Topic 1: maximum grant amount of EUR 2 000 000
- For proposals addressing Topic 2: maximum grant amount of EUR 2 000 000
- For proposals addressing Topic 3: maximum grant amount of EUR 1 000 000

The grant awarded may be lower than the amount requested.

The grant will be a budget-based (actual costs, with unit cost and flat-rate elements). This means that it will reimburse ONLY certain types of costs (eligible costs) and costs that were *actually* incurred for your project (NOT the *budgeted* costs). For unit costs and flat-rates, you can charge the amounts calculated as explained in the Grant Agreement (*see art 6 and Annex 2 and 2a*).

The costs will be reimbursed at the funding rate of **90%** fixed in the Grant Agreement.

Grants may NOT produce a profit (i.e. surplus of revenues + EU grant over costs). For-profit organisations must declare their revenues and, if there is a profit, we will deduct it from the final grant amount (*see art 22.3*).

Moreover, please be aware that the final grant amount may be reduced in case of non-compliance with the Grant Agreement (*e.g. improper implementation, breach of obligations, etc*).

### 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:*

- A. Personnel costs
  - A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons
  - A.4 SME owners and natural person beneficiaries
  - A.5 Volunteers
- B. Subcontracting costs
- C. Purchase costs
  - C.1 Travel and subsistence
  - C.2 Equipment
  - C.3 Other goods, works and services
- D. Other cost categories
  - D.1 Financial support to third parties
- E. Indirect costs

#### *Specific cost eligibility conditions for this call:*

- personnel costs:
  - SME owner/natural person unit cost<sup>18</sup>: Yes
  - volunteers unit cost<sup>19</sup>: Yes
- travel and subsistence unit cost<sup>20</sup>: Yes
- equipment costs: depreciation
- other cost categories:
- costs for financial support to third parties: allowed for grants and prizes; maximum amount per third party EUR 60 000. This amount may cover 100% of the project costs.


<sup>18</sup> Commission [Decision](#) of 20 October 2020 authorising the use of unit costs for the personnel costs of the owners of small and medium-sized enterprises and beneficiaries that are natural persons not receiving a salary for the work carried out by themselves under an action or work programme (C(2020)7715).

<sup>19</sup> Commission [Decision](#) of 10 April 2019 authorising the use of unit costs for declaring personnel costs for the work carried out by volunteers under an action or a work programme (C(2019)2646).

<sup>20</sup> Commission [Decision](#) of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).



- indirect cost flat-rate: 7% of the eligible direct costs (categories A-D, except volunteers costs and exempted specific cost categories, if any)
- VAT: non-deductible VAT is eligible (but please note that since 2013 VAT paid by beneficiaries that are public bodies acting as public authority is NOT eligible)
- divers:
  - in-kind contributions for free are allowed, but cost-neutral, i.e. cannot be declared as cost
  - kick off meeting: costs for kick off meeting organised by the granting authority are eligible (travel costs for maximum 2 persons, return ticket to Brussels and accommodation for one night) only if the meeting takes place after the project starting date set out in the Grant Agreement; the starting date can be changed through an amendment, if needed
  - project websites: communication costs for presenting the project on the participants' websites or social media accounts are eligible; costs for *separate* project websites are not eligible
  - other ineligible costs: No

 **Volunteers costs** — Volunteers costs are not a classic cost category. There are no costs because volunteers work for free, but they may nonetheless be added to the budget in the form of a pre-fixed unit cost (per volunteer) and thus allow you to benefit from the volunteers' work for the grant (by increasing the amount of reimbursement up to 100% of the normal costs, i.e. cost categories other than volunteers). More information is available in the [AGA — Annotated Grant Agreement, art 6.2.A.5](#).

If indirect costs for volunteers costs are eligible, you can add them manually to the volunteers costs category in Annex 2 (calculate the 7% flat-rate on the amount of volunteers costs calculated as unit costs, and then add them on top).

### 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**.

In addition, you will be expected to submit one or more progress reports not linked to 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 and the costs declared.

### 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 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.

### **Guidance on the use of generative AI tools for the preparation of the proposal**

When considering the use of generative artificial intelligence (AI) tools for the preparation of the proposal, it is imperative to exercise caution and careful consideration. The AI-generated content should be thoroughly reviewed and validated by the applicants to ensure its appropriateness and accuracy, as well as its compliance with intellectual property regulations. Applicants are fully responsible for the content of the proposal (even those parts produced by the AI tool) and must be transparent in disclosing which AI tools were used and how they were utilised.

Specifically, applicants are required to:

- Verify the accuracy, validity, and appropriateness of the content and any citations generated by the AI tool and correct any errors or inconsistencies.
- Provide a list of sources used to generate content and citations, including those generated by the AI tool.

Double-check citations to ensure they are accurate and properly referenced.

- Be conscious of the potential for plagiarism where the AI tool may have reproduced substantial text from other sources. Check the original sources to be sure you are not plagiarizing someone else's work.
- Acknowledge the limitations of the AI tool in the proposal preparation, including the potential for bias, errors, and gaps in knowledge.

## **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-COOP-UA@ec.europa.eu](mailto:EACEA-COOP-UA@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 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](#).