



Creative Europe Programme (CREA)

Invitation to submit a proposal

Creative Europe Desks
(CREA-Cross-sectoral-2021-CEDESKS-IBA)

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EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

EACEA.B – Creativity, Citizenship and Joint Operations
EACEA.B.1 – CREA: Culture

CALL FOR PROPOSALS

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0. Introduction

This is an invitation to submit proposals for EU **action grants** in the field of the Cross-sectoral strand 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 2021/818¹).

The invitation is launched in accordance with the 2021 Work Programme² and will be managed by the **European Education and Culture Executive Agency (EACEA)** ('Agency').

 Please note that this call is subject to the final adoption of the Creative Europe Regulation by the legislative authority, and of the budget by the EU budgetary authority. In case there are substantial changes, we may have to modify the call (or even cancel it).

It concerns the direct award to the organisations as listed in the table under chapter 6 for implementing the tasks of the Creative Europe Desks.

The call covers the following **topics**:

- **CREA-CROSS-2021-CEDESKS-IBA – Creative Europe Desks**

We invite you to read the **call documentation** on the Funding & Tenders Portal Topic page 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)

¹ Regulation (EU) 2021/818 of the European Parliament and of the Council of 20 May 2021 establishing the Creative Europe Programme for the period 2021-2027 (OJ L 189).

² Commission Implementing Decision C(2021) 3563 final of 26 May 2021 concerning the adoption of the work programme for 2021 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 [Creative Europe Project Results](#) website to consult the list of projects funded previously.

1. Background

OBJECTIVES AND STRUCURE

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

'**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 (including theatre and dance), 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.

These goals are pursued through the following **specific objectives**:

- enhancing artistic and cultural cooperation at the European level, in order to support the creation of European works and strengthen the economic, social and external dimension of and innovation and mobility in Europe's cultural and creative sectors (**CULTURE strand**);
- promoting the competitiveness, scalability, cooperation, innovation, and sustainability, including through mobility in the European audiovisual sector (**MEDIA strand**); and
- promoting policy cooperation and innovative actions supporting all strands of the programme, promoting a diverse, independent and pluralistic media environment, and media literacy, thereby fostering freedom of artistic expression, intercultural dialogue and social inclusion (**CROSS SECTORAL strand**).

POLICY FRAMEWORK

Creative Europe is fully aligned with the **political priorities of the Commission** and the 2018 Commission Communication on a [New European Agenda for Culture](#).

Supporting the Gender Equality Strategy 2020-2025 and the European Green Deal are considered cross-cutting issues.

The Programme is also in line with the Council's multiannual [Work Plan on Culture \(2019-2022\)](#), the 2016 Joint Communication [Towards an EU strategy for international cultural relations](#) and the 2014 Commission Communication [Towards an integrated approach to cultural heritage for Europe](#), which all plead for a stronger role for culture in the further social, economic and international development of our Union.

The Programme will also focus on supporting the policy objectives of the **Digital Single Market** and the **#Digital4Culture** strategy.

The Programme, while preserving its essential nature, will also contribute to:

- the [New European Bauhaus](#) initiative, connecting the European Green Deal to our living spaces;
- the [European Year of Rail 2021](#), highlighting the benefits of rail as a sustainable, smart and safe means of transport and encouraging the use of rail, thus contributing to the EU's aims to be climate neutral in 2050.

In accordance with the [European Pillar of Social Right Action Plan](#), the Programme supports promotion of fair working conditions, including fair remuneration for all cultural and creative professionals. The [Study on the working conditions of artists, cultural and creative professionals](#), including initiatives for fair pay of artists and cultural professionals, recently published by the European Commission and stakeholders, deserves special attention.

The COVID-19 crisis was an accelerator of change in cultural and creative sectors, adding to multiple challenges they have been facing. The cultural and creative sectors have been amongst the **hardest hit by the COVID-19 crisis**, which has accelerated the existing trends driven by globalisation and the digital transition. The combination of restrictive hygiene rules and the economic recession have created immediate drops in revenue and cash flow as well as accelerated structural change. There is a need to pool resources and support initiatives that promote the **resilience and recovery** of cultural operators, artists and cultural professionals, who have been profoundly affected by lockdown and physical distancing measures.

The **digital transition** accelerated by the COVID-19 pandemic is bringing about a change in paradigm, having a massive impact on how cultural goods are created, managed, disseminated, accessed and monetised.

The richness stemming from the Europe's **cultural and linguistic diversity**, does not easily benefit European citizens, as too often the cultural and creative sectors are essentially limited to national and linguistic lines and lack critical mass. The **transnational circulation** and co-production of works remaining limited, it is therefore important to develop effective solutions to reach audiences across borders.

These challenges, of a transnational nature, require a targeted European approach to optimise the potential of the sectors to contribute to jobs, growth and social inclusion, including for the most disadvantaged and hard-to-reach groups. The Programme will support actions and activities with a **European added value**, which complement regional, national, international and other Union programmes and policies.

Cross-cutting issues

In addition, as cross-cutting issues, the Programme will support effective mechanisms to ensure the cultural sectors offer diversity, inclusion and equality for all and fight against climate change.

- **Inclusion, diversity, gender equality.** Projects should facilitate access to European cultural and creative content for all types of groups and audiences, especially for professionals and participants with disadvantaged backgrounds and fewer opportunities in connection with disability, economic, social or geographical obstacles, cultural differences or health problems. Particular attention will be given 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 in accordance with the [Gender Mainstreaming Toolkit](#). All activities funded under the programme shall 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.
- **Environment and fight against climate change.** The cultural and creative sectors should 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 an overall target of 30% of the Union budget expenditures supporting climate objectives. Culture can play an important role in the green transition as regards 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.

2021 Priorities: Cross-Sectoral strand

In line with the objectives of the Programme referred to in Article 3 of the Regulation, the "CROSS SECTORAL strand" shall have the following priorities:

- to support **cross-sectoral transnational policy cooperation** including on promoting the role of culture for social inclusion and on artistic freedom and promote the visibility of the Programme and support the transferability of results;
- to encourage **innovative approaches** to content creation, access, distribution, and promotion across cultural and creative sectors and with other sectors, including by taking into account the digital transition, covering both market and non-market dimensions;
- to promote cross-sectorial activities aiming at adjusting to the structural and technological changes faced by the **media sector**, including enhancing a free, diverse, and pluralistic media environment, quality journalism and media literacy, including in the digital environment;
- to support the establishment and activities of **Programme Desks** in participating countries and to stimulate cross-border cooperation and the exchange of best practices within the cultural and creative sectors.

Creative Europe Desks

The "Creative Europe Desks" network under the new Creative Europe Programme represents the continuation and evolution of the existing network. The Creative Europe Desks provide a wide range of services from promoting, encouraging and facilitating cross-border cooperation to assisting organisations with their applications, organising specific info-days and workshops as well as advising potential applicants. Desks are designated by participating countries and therefore have a variety of structures. Their importance has been particularly stressed by the co-legislators.

The European Commission requested each participating country to nominate Creative Europe Desk by communicating the terms of reference to EU27 and EFTA countries on 01 February 2021 (Ares ref.(2021)856603). The evaluation committee verified the

compliance of the proposed organisations with the conditions set out in the terms of reference and established, on 30 March 2021 (Ares(2021)2203790), the list of designated organisations (see chapter 6) to which the invitation to submit a proposal is addressed.

The European Commission addressed on 4 February 2021 (Ares(2021)981729) an information letter to the Third countries including the terms of reference for the establishing of the Creative Europe Desks. To be in the position for organisations from these countries to apply within the present invitation to submit a proposal, the formal negotiations for association in the programme need to be concluded.

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

CREA-CROSS-2021-CEDESKS-IBA – Creative Europe Desks

Objectives

Pursuant to article 7.1(d) of the Commission's proposal of the Regulation establishing the Creative Europe Programme and 4.1.5 of the Annual Work Programme, the countries participating in the Programme, acting together with the Commission, established the Creative Europe Desks (Programme desks) to carry out the following objectives:

- Promote the Programme at national level, provide relevant information on the various types of financial support available under Union policy, and assist operators in the cultural and creative actors to apply for support under the Programme, including by informing them of the requirements and procedures related to the various calls for proposals and by sharing good practices;
- Support potential beneficiaries in application processes and provide peer mentoring for newcomers to the Programme, stimulate cross-border cooperation and the exchange of best practices between professionals, institutions, platforms, and networks within and across the policy areas covered by the programme and cultural and creative sectors;
- Support the Commission in ensuring proper communication and dissemination of the results of the Programme to citizens and to the operators in the cultural and creative sectors

According to the designation request (Ares ref.(2021)856603), the Creative Europe Desks shall comply with the following criteria:

- Have an appropriate infrastructure/ premises, in particular as regards accessibility, meeting facilities, offices as well as informatics and communication tools;
- Ensure visibility of the programme by displaying the logo at the premises, making use of the visual identity of the programme on its website and social media channels, all communication, publications and events.

Staff working for the Creative Europe Desk:

- Heads and Staff of the Creative Europe Desks cannot take part in any way in an (artistic) concept, work or team involved in a project proposal to be submitted to a Creative Europe Programme call for proposals.
- Staff of the Creative Europe Desks may not represent their country in the Creative Europe Programme Committee.

Host organisation as applicant for a Call for proposal under the Creative Europe Programme:

- In order to avoid conflict of interest and double funding, special conditions if any for the host organisations of the Creative Europe Desks to be able to apply to Call for proposals under the Creative Europe Programme will be laid out in the text of the respective call for proposals.

Themes and priorities (scope)

n/a

Activities that can be funded (scope)

The Creative Europe Desks will receive financial support to carry out the following activities:

- Organize info days, at the national (or local, where appropriate) level to promote and to ensure wide publicity of the Creative Europe Programme, presenting the conditions of participation, addressing equally all actions of the Creative Europe Programme.
- Present the Programme in the framework of events and /or conferences organised by the Creative Europe Desks or by other organisations.
- Facilitate cross-border cooperation and participation in the Creative Europe Programme by assisting the cultural and creative organisations and by providing technical assistance measures (in workshops, meetings).
- Support and advice applicants in the application process and facilitate the search of potential partners to build up consortia.
- Support and promote the cross-cutting priorities (diversity and inclusiveness as well as the sustainable and environmentally-friendly dimension of Creative Europe) by i.e. awareness raising of these aspects in the different actions.
- Communication and dissemination of the selection results, results of finalised projects (in particular of successful projects addressing environmental issues as well as diversity and inclusiveness) and the impact of the Programme in their country.
- Maintain and update a website, social media account, produce promotional material, etc.
- Ensure a continuous exchange of information between the information offices of other relevant programmes in their country and networking activities.

Expected impact

Setting up a Creative Europe Desk (programme desk) in each participating country in the Creative Europe Programme to promote the programme on national level and facilitate cultural organisations to apply and to ensure the communication and dissemination of results at a national level. As regards the functioning of the Creative Europe desks, they shall adopt more environmentally sustainable practices in order to reduce their own carbon and ecological footprint, through green measures, in their daily and long-term practice.

3. Available budget

The available call budget is **EUR 11.550.000** (for EU27 and EFTA countries). This budget might be increased by maximum 20%.

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

Topic	Topic budget
Creative Europe Desks	EUR 11.550.000*

* This action covers EU Member States, EFTA countries and third countries associated to the Programme. Additional funding will become available via the payment of the entry ticket for the countries joining the Creative Europe Programme.

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

4. Timetable and deadlines

Timetable and deadlines (indicative)		
Call opening:	08 June 2021	
<u>Deadline for submission:</u>	1 st cut-off date	2 nd cut-off date
	<u>15 July 2021 – 17:00:00 CET (Brussels)</u>	20 October 2021 – 17:00:00 CET (Brussels)
Evaluation:	July – August 2021	October – November 2021
Information on evaluation results:	September 2021	December 2021
GA signature:	September – October 2021	January – February 2022

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 link in the invitation letter). 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 (*mandatory excel template available in the Submission System*)
 - CVs of core project team: not applicable
 - activity reports of last year: not applicable
 - list of previous projects: not applicable

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)

According to article 7.1(d) of the Regulation and section 4.1.5 of the Work Programme the grant is to be awarded to the bodies designated by national authorities of the Participating Countries. The grant will be awarded on the basis of Article 195(d) FR subject to approval of an activity plan and an estimated budget.

In the table below there is the list of the countries already designated.

Country	Participant Role	Organisation Name	Start date designation
AT	Coordinator	BUNDESMINISTERIUM FÜR KUNST, KULTUR, ÖFFENTLICHEN DIENST UND SPORT	01 January 2021
	PAR	OESTERREICHISCHES FILMINSTITUT	
BE	Coordinator	VLAAMSE GEMEENSCHAP	01 January 2021
	Coordinator	MINISTERE DE LA COMMUNAUTE FRANÇAISE DE BELGIQUE	01 July 2021

BG	Coordinator	National Culture Fund	01 July 2021
	PAR	EXECUTIVE AGENCY NATIONAL FILM CENTER	
CY	Coordinator	Organismos Evropaikon Programmaton kai Politistikon Scheseon	01 January 2021
CZ	Coordinator	NARODNI FILMOVY ARCHIV	01 January 2021
	PAR	INSTITUT UMENI - DIVADELNI USTAV	
	PAR	NARODNI PAMATKOVY USTAV	
DE	Coordinator	DIE BEAUFTRAGTE DER BUNDESREGIERUNG FUR KULTUR UND MEDIEN	01 January 2021
	PAR	CREATIVE EUROPE DESK HAMBURG GMBH	
	PAR	CREATIVE EUROPE DESK MUNCHEN GMBH	
	PAR	FILM UND MEDIENSTIFTUNG NRW GMBH	
	PAR	KULTURPOLITISCHE GESELLSCHAFT EV	
	PAR	MEDIENBOARD BERLIN-BRANDENBURG GMBH	
DK	Coordinator	Slots- og Kulturstyrelsen / Danish Agency for Culture and Palaces	01 February 2021
	Partner	Det Danske Filminstitut / Danish Filminstitute	
EE	Coordinator	KULTUURIMINISTEERIUM	01 January 2021
	PAR	LOOV EESTI	
	PAR	SIHTASUTUS EESTI FILMI INSTITUUT	
EL	Coordinator	HELLENIC MINISTRY OF CULTURE AND SPORTS	01 January 2021
	PAR	ELLINIKO KENTRO KINIMATOGRFOU	
ES	Coordinator	MINISTERIO DE CULTURA Y DEPORTE	01 April 2021
	PAR	AGENCIA ANDALUZA DE INSTITUCIONES CULTURALES	
	PAR	ASOCIACION ZINEUSKADI	
	PAR	FUNDACION CULTURAL OFICINA MEDIA ESPANA	
	PAR	INSTITUT CATALA DE LES EMPRESAS CULTURALS	
FI	Coordinator	OPETUSHALLITUS OPH	01 January 2021
	PAR	SUOMEN ELOKUVASAATIO	
FR	Coordinator	RELAIS CULTURE EUROPE ASSOCIATION	01 January 2021
HR	Coordinator	MINISTARSTVO KULTURE I MEDIJA REPUBLIKE HRVATSKE	01 January 2021
	PAR	HRVATSKI AUDIOVIZUALNI CENTAR	
HU	Coordinator	KREATIV EUROPA NON-PROFIT KFT	01 January 2021
IE	Coordinator	FIS EIREANN	01 January 2021
	PAR	AN CHOMHAIRLE EALAION	
	PAR	MEDIA ANTENNA CUIDEACHTA FAOI THEORAINN RATHAIOCHTA	

	PAR	THE MEDIA DESK COMPANY LIMITED BY GUARANTEE	
IS	Coordinator	RANNSOKNAMIDSTOD ISLANDS	01 January 2021
IT	Coordinator	MINISTERO PER I BENI E LE ATTIVITA CULTURALI E PER IL TURISMO	01 January 2021
	PAR	ISTITUTO LUCE-CINECITTA SRL	
LT	Coordinator	LIETUVOS KULTUROS INSTITUTAS	01 January 2021
	PAR	LIETUVOS KINO CENTRAS PRIE KULTUROS MINISTERIJOS	
LU	Coordinator	FONDS NATIONAL DE SOUTIEN A LA PRODUCTION AUDIOVISUELLE	01 July 2021
	PAR	AGENCE LUXEMBOURGEOISE D'ACTION CULTURELLE ASBL*ALAC	
LV	Coordinator	LATVIJAS REPUBLIKAS KULTURAS MINISTRIJA	01 January 2021
	PAR	VALSTS TIESAS PARVALDES IESTADE NACIONALAIS KINO CENTRS	
MT	Coordinator	Culture Directorate	01 May 2021
NL	Coordinator	STICHTING DutchCulture	01 January 2021
NO	Coordinator	NORSK KULTURRAD	01 February 2021
	PAR	NORSK FILMINSTITUTT	
PL	Coordinator	INSTYTUT ADAMA MICKIEWICZA	01 May 2021
PT	Coordinator	INSTITUTO DO CINEMA E DO AUDIOVISUAL IP	01 July 2021
RO	Coordinator	MINISTERUL CULTURII	01 January 2021
SE	Coordinator	STATENS KULTURRAD	01 January 2021
	PAR	STIFTELSEN SVENSKA FILMINSTITUTET	
SI		Entity to be designated by national authority	
SK	Coordinator	Slovak Film Institute	01 January 2021

The identity of the applicant (and compliance with general eligibility conditions) will be verified through the documents provided in the [Participant Register](#) during legal entity validation (copy of the resolution, decision or other official document establishing the entity, etc).

Consortium composition

n/a

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 not allowed

Duration

Projects should not normally exceed 24 months (extensions are possible, if duly justified and through an amendment).

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).

Entities that have been identified as named beneficiary(ies) in the Work Programme in accordance with Article 195 of the Financial Regulation and Entities that are

designated by the Participating Countries are in principle considered to have sufficient operational capacity to carry out the action. In case of doubt, the granting authority will however undertake an 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 participate³:

- 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 misconduct⁴ (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 that⁵:

- 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).


³ See Articles 136 and 141 of EU Financial Regulation [2018/1046](#).

⁴ 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.

⁵ See Article 141 EU Financial Regulation [2018/1046](#).

8. Evaluation and award procedure

Invited proposals will be checked against the formal requirements (admissibility and eligibility) and then evaluated by an evaluation committee for operational capacity and award criteria (see *sections 7 and 9*). If it is successful, it will be invited for grant agreement preparation.

 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 (maximum 25 points): This criterion evaluates how the project will contribute to the objectives and priorities of the call.

This criterion will assess:

- The clarity and consistency of the project's background and objectives;
- The clarity and consistency of the needs analysis;
- The complementarity with other actions and innovation – European added value (in particular the cross-border activities and the synergies with other (EU-) funding programmes relevant for the sectors);
- The extent to which the project addresses and promotes the cross-cutting priorities (environmental challenges, gender balance, inclusion, diversity and representativeness).

Quality of content and activities (maximum 25 points): This criterion evaluates how the project will be implemented in practice and how likely it will reach its objectives.

This criterion will assess:

- The concept and methodology
- The partnership and consortium (for Multi-beneficiary structures only)
- The outreach to relevant target groups and audiences;
- The project design (proposed actions and activities)

Project management (maximum 25 points): This criterion evaluates the extent to which the structure and management of the project will ensure the effective implementation and coordination of the project.

This criterion will assess:

- The consortium management and decision making;
- The project team, staff and outside resources;
- The cost-effectiveness and financial management;
- The project management, quality assurance, risk management and monitoring and evaluation strategy;

Dissemination (maximum 25 points): This criterion evaluates the project's approach to disseminating the results and to sharing knowledge and experiences at both national and European level in view of ensuring sustainability of results and long-term impact.

This criterion will assess:

- The Communication, dissemination and visibility of funding (in particular the quality of the strategy for communication and dissemination to promote the Creative Europe Programme, its funding opportunities, results and impact to the relevant target groups);

Award criteria	Minimum pass score	Maximum score
Relevance	13	25
Quality of content and activities	13	25
Project management	13	25
Dissemination	13	25
Overall (pass) scores	70	100

Maximum points: 100 points.

Individual thresholds per criterion: 13/25, 13/25, 13/25 and 13/25 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 even before proposal submission date back to 01 January 2021.

Project duration: Normally 24 months (extensions will be possible only exceptionally, for duly justified reasons 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 the following work packages:

Work Package 1	Planning & Management including consultancy, advice of potential applicants and facilitation of partner search activities
Activities:	Examples: Planning & preparation (incl. events, communication related activities, etc), Monitoring & Reporting, training and skills development, exchange between information offices, Meetings and correspondence, Participation in events, Communication related activities
Deliverables:	Examples: Regular reports on big lines of activities, minutes for key planning meetings, conception planning reports on events, etc; List/ report of tracing of consultancies, (to be distinguished: first contacts, seek for general information versus intensive advice of application), etc

Work Package 2	Implementation
Activities:	Examples: Participation in and organisation of (national, cross-border) events & other networking activities
Deliverables:	Examples: Agenda & Participants list of events, proofs of travel, short debriefing/ reports of work trips / event, feedback surveys, etc, conference reports

Work Package 3	Communication & Dissemination of CE programme and it's results
Activities:	Examples: Promotional and communication campaigns, production of promotional material
Deliverables:	Examples: Communication plan, Updated website, newsletters, publications/ brochure, updated/active social media profile, banner, gadgets, branding, etc, statistical analysis of website, Public relationship and presentation speeches, etc

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): please refer to the table below . For third countries associated to the programme: the maximum amount will be communicated individually by the Commission to the country concerned, in accordance with the amounts agreed in the Participation Agreement.

The grant awarded may be lower than the amount requested.

2021 proposed budget breakdown for the grants of the Creative Europe Desks

Methodology with maximum ceilings calculated based on the ceilings in previous Annual Work Programme 2020 with increase 25%		
	Country	2021
	EU Member States	
1	Austria	340,000.00
2	Belgium	440,000.00
3	Bulgaria	210,000.00
4	Croatia	210,000.00
5	Republic of Cyprus	190,000.00
6	Czech Republic	364,000.00
7	Denmark	364,000.00
8	Estonia	134,000.00
9	Finland	358,000.00
10	France	1,076,000.00
11	Germany	1,438,000.00
12	Greece	288,000.00
13	Hungary	294,000.00
14	Ireland	462,000.00
15	Italy	890,000.00
16	Latvia	166,000.00
17	Lithuania	188,000.00
18	Luxembourg	188,000.00
19	Malta	140,000.00
20	the Netherlands	454,000.00
21	Poland	544,000.00
22	Portugal	194,000.00
23	Romania	174,000.00
24	Slovakia	206,000.00
25	Slovenia	188,000.00
26	Spain	1,086,000.00
27	Sweden	414,000.00
	Total	11,000,000.00
	EEA/EFTA	
28	Norway	362,000.00
30	Iceland	188,000.00

	Sub-total (EEA/EFTA)	550,000.00
	Total (EU+EEA/EFTA)	11,550,000.00

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 contributions⁶

Specific cost eligibility rules for this call: n/a

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 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

⁶ [Decision](#) of 26.5.2021 authorising the use of lump sum contributions for actions under the Creative Europe Programme (2021-2027).

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 EULogin user account](#).

Once you have an EULogin 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](#)
- [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: FACEA-CREATIVE-EUROPE-DESK@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.
- 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 cannot submit more than one proposal under this call. Multiple proposals 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](#).