



Funded by
the European Union

EU4Culture

Application Guidelines
for Call for Proposals

Supporting Cultural and Cross-
Innovation Projects in Eastern
Partnership Countries

Call for Proposals is issued in the framework of
'EU4Culture', a project funded by
the European Union

1. INTRODUCTION AND GENERAL INFORMATION	6
1.1 EU4CULTURE	6
1.2 OBJECTIVES OF THE CALL	6
1.3 FINANCIAL ALLOCATION PROVIDED BY EU4CULTURE	7
2. SUPPORTED ACTIONS	7
2.1 TYPES OF PROJECTS	7
2.2 SECTORS OR THEMES	8
2.3 INDICATIVE AND NON-EXHAUSTIVE LIST OF ACTIVITIES	8
2.3.1 CULTURAL PROJECTS	8
2.3.2 CROSS-INNOVATION PROJECTS	9
2.4 SIZE OF GRANTS AND AVAILABLE BUDGET	11
3. WHO CAN APPLY?	12
3.1 ELIGIBILITY CRITERIA	12
3.1.1 ELIGIBILITY OF APPLICANTS	12
3.1.1.1 CONSORTIUM COMPOSITION	13
3.1.1.2 GENERAL CONDITIONS	13
3.1.1.3 SPECIFIC CASES	13
3.1.2 GEOGRAPHICAL AND SPECIFIC ELIGIBILITY	14
3.1.3 PROJECT DURATION	14
3.1.4 OPERATIONAL CAPACITY AND EXCLUSION	14
4. VISIBILITY	16
5. HOW TO APPLY AND PROCEDURES TO FOLLOW	17
5.1 APPLICATION PROCEDURE	17
5.1.1 FILLING AND SUBMISSION OF APPLICATION FORM	17
5.1.2 SUBMISSION DEADLINE	18
5.1.3 FURTHER INFORMATION	18
5.1.4 APPLICATION LANGUAGE	18
6. EVALUATION OF SUBMITTED APPLICATIONS	18
6.1 FORMAL AND ELIGIBILITY ASSESSMENT	18
6.2 QUALITY ASSESSMENT	19
6.3 NOTIFICATION OF RESULTS	21
6.4 HOW AND WHEN WILL THE GRANTS BE PAID OUT?	21
7. BUDGET AND FUNDING GUIDELINES	22

7.1 OVERVIEW OF THE BUDGET AND FUNDING PLAN (ANNEX A)	22
7.2 OVERVIEW & JUSTIFICATION OF PROJECT BUDGET PLAN WORKSHEET	23
7.2.1 “BUDGET PLAN” WORKSHEET	23
7.2.2 “JUSTIFICATION OF PROJECT BUDGET PLAN” WORKSHEET.	23
THE JUSTIFICATION OF THE PROJECT BUDGET PLAN INCLUDES TWO COLUMNS:	23
7.3 WHAT EXPENSES MAY BE COVERED BY THE GRANT?	24
7.4 WHICH EXPENSES ARE INELIGIBLE?	25
8. PROMOTION OF THE HORIZONTAL PRINCIPLES	25
9. TIMELINE	26
10. PERSONAL DATA PROTECTION	26
11. WHO IMPLEMENTS EU4CULTURE?	27
12. CONTACT INFORMATION	28
13. ADDITIONAL INFORMATION AND ANNEXES	28
13.1 DOCUMENTS TO BE COMPLETED/UPLOADED	28
13.2 DOCUMENTS FOR INFORMATION	28
14. IMPORTANT	29

Disclaimer

This document was produced with the financial support of the European Union. Its contents are the sole responsibility of Goethe-Institut and its consortium partners and do not necessarily reflect the views of the European Union.

List of acronyms	
CDS	Cultural Development Strategy
CSO	Civil Society Organisation
CCI	Culture and Creative Industries
EaP	Eastern Partnership
EU	European Union
NCC/T	Non-Capital Cities or Towns

The list of Non-Capital Cities in the Eastern Partnership Countries participating in the EU4Culture project

“EU4Culture Cities’ Network”

ARMENIA: CHARENTSAVAN, IJEVAN, SEVAN

AZERBAIJAN: KHIRDALAN, LANKARAN, SHEKI

GEORGIA: KUTAISI, POTI, ZUGDIDI

REPUBLIC OF MOLDOVA: CAHUL, ORHEI

UKRAINE: RIVNE, VINNYTSIA, ODESA

1. INTRODUCTION AND GENERAL INFORMATION

The call is implemented in the framework of the EU-funded project EU4Culture.

This Call for Proposals will support Cultural and Cross-Innovation Projects thematically connected and complementarily linked to the Cultural Development Strategies (CDS) prepared by Non-Capital Cities of Eastern Partnership Countries in the framework of EU4Culture project.

The Applicants may submit proposals for Cultural or Cross-Innovation Projects. Proposed actions may include cooperation initiatives within “EU4Culture Cities Network” at national and/or regional level.

1.1 EU4Culture

EU4Culture aims to foster culture as an engine for growth and social development across the Eastern Partnership region. It helps to enhance the role of the cultural sector as a driver of economic development and through its interregional approach, promotes intercultural dialogue and knowledge exchange across the countries.

In Armenia, Azerbaijan, Georgia, the Republic of Moldova, and Ukraine, the EU4Culture project supports Non-Capital Cities in developing and implementing Cultural Development Strategies. During last two years EU4Culture supported 14 cities¹ to elaborate the cities’ cultural development strategy and selected one city² in each country³ to support implementation of the elaborated strategy.

The project also provides grants for Cultural and Cross-Innovation projects in Belarus, organises mobility schemes for Artists and Cultural professionals from Armenia, Azerbaijan, Belarus, Georgia, the Republic of Moldova and Ukraine and provides capacity building for the representatives of the “EU4Culture Cities Network”.

The EU4Culture project started on January 1st 2021 and will end on December 31st 2024.

1.2 Objectives of the Call

The overall objective of this Call for Proposals is to stimulate the creative and cultural ecosystem in the Non-Capital Cities of “EU4Culture Cities Network” and encourage innovation and cross-sectoral cooperation.

¹ The list of the cities: Armenia (Charentsavan, Ijevan, Sevan); Azerbaijan (Khirdalan, Lankaran, Sheki), Georgia (Kutaisi, Poti, Zugdidi); Republic of Moldova (Cahul, Orhei); Ukraine (Odesa, Rivne, Vinnytsia).

² The list of selected cities: Armenia (Ijevan); Azerbaijan (Lankaran), Georgia (Zugdidi); Republic of Moldova (Cahul); Ukraine (Odesa, Rivne, Vinnytsia).

³ Due to Russia’s invasion of Ukraine, the EUR 300,000 grant was divided equally among all participating cities from Ukraine to carry out key activities under their action plans.

The specific objectives are:

- Support the sustainability of the Cultural Development Strategies of “EU4Culture Cities Network” through implementation of the projects that are complementary to the Strategies;
- Promote participatory approach, public-private dialogue and increase involvement of private and non-governmental sector in CDS implementation;
- Strengthen local stakeholders in the field of culture on the national/regional level;
- Encourage innovation in the field of culture and creativity;
- Encourage cross-sectoral collaboration;
- Promote Culture and Creative Industries (CCI) as resource for local socio-economic development, inclusion and citizen participation;
- Promote intercultural cooperation and dialogue on national/regional level and animate the cultural life on a local level;

1.3 Financial allocation provided by EU4Culture

The overall indicative amount made available for supporting Cultural and Cross-Innovation Projects for all participating countries is **EUR 275,000**, a maximum of **EUR 55,000** per EaP country (Armenia, Azerbaijan, Georgia, Republic of Moldova, Ukraine).

EU4Culture reserves the right not to award all available funds. In total one call for proposals is planned for all EaP countries.

The number of the supported projects in the framework of this call may vary depending on quality of submitted proposals and the funding available.

2. SUPPORTED ACTIONS

2.1 Types of projects

In the framework of this Call for Proposals two types of actions will be supported:

1. Cultural projects
2. Cross-innovation projects.

Cultural and Cross-Innovation projects are national or transnational projects involving cultural and creative organisations from EaP countries. They will give cultural organisations the possibility to co-produce, cooperate, experiment, innovate, be mobile and learn from each other. The action aims to improve access and to encourage cooperation between the EaP countries and to promote innovation and creativity. Actions can cover one or more cultural and creative sectors and can be interdisciplinary.

Depending on the number of organisations and cities involved, projects supported can be small or medium scale. These projects are particularly suitable to promote the access of grassroots organisations and support them in the creation of new partnerships and development of new activities and innovative ideas, such as festivals, art fairs, exhibitions, performances.

2.2 Sectors or themes

In the framework of this Call for Proposals, all cultural and creative sectors whose activities are based on cultural values, or other artistic creative expressions are eligible.⁴

Indicative and non-exhaustive list of sectors is as follows:

- **Architecture;**
- **Design and Fashion** (Specific design businesses (interior, industrial, graphic design etc.), Fashion industry);
- **Visual Arts** (Painting, sculpture, photography, new media etc. Arts organizations and institutions activities);
- **Film and Video** (Cinema movies, video and TV production/postproduction and realization);
- **Cultural Heritage** (Promotion of heritage-based and cultural tourism, museum activities, archive and library services, historical buildings and sites preservation, national parks, preserved areas, botanical, zoological and entertainment park industry);
- **Literature and Publishing** (Magazines and periodical issues, book production, second-hand books sales, translations, books and printings sales at specific stores, e-books productions and sales);
- **Media and Broadcasting** (Radio, TV, online media);
- **Performing Arts** (Theater, dance, ballet, opera, and music performances, Performing arts supportive activities; Entertainment industry and festivals);
- **Music** (Audio production and music production, live production);
- **Advertisement** (Advertisement companies services - PR, communication, commercials production, media representation, consulting);
- **Digital technologies Industry** (Computer programs, web platforms, APPS development, databases, computer media production and reproduction, computer games, programming, innovative technology services and production);
- **Arts and Culture Education** (Arts and culture education industry, creative hubs);
- **Crafts** (Textile, ceramics, wood, metal, glass, leather and other productions);
- **Gastronomy and Culinary** (Cooking education; organic, local and innovative Start-ups in the field of gastronomy and culinary).

2.3 Indicative and non-exhaustive list of activities

2.3.1 Cultural projects

This Call for Proposal supports cultural and artistic development, production and/or presentation as well as other formats of cultural and creative projects, which promote local cultural traditions and resources, reflect current social debates through culture, create spaces for exchange. Cultural projects must be thematically linked to the strategies prepared by the cities of “EU4Culture Cities Network” and target at audience development,

⁴ Cf. <https://ec.europa.eu/culture/sectors/cultural-and-creative-sectors>

increasing public participation in culture, professionalising the cultural and creative sectors.

Indicative and non-exhaustive list of activities to be supported:

- Development of cultural product(s), e.g. film, book, play;
- Implementation (online and offline formats) of cultural activities and events, e.g. exhibition, theatre, music events, festivals;
- Adding value to existing cultural/tourist attractions in one of the “EU4Culture Cities Network”, e.g. developing IT/web based marketing strategies in culture or creativity;
- Launching a creative project targeting children, youth and/or vulnerable groups;
- Creating an online platform to host discussions, exchanges or conversations on cultural topics;
- Developing cultural applications for mobile devices;
- Producing of audio-visual materials, podcasts;

2.3.2 Cross-innovation projects

This Call for Proposal supports Cross-Innovation Projects that encourage cooperation and spill-overs between different sectors, break down silos and simulate the development of local ecosystems that combine culture, creativity, tourism and other sectors. Cross-Innovation projects must be thematically linked to the strategies prepared by the cities of “EU4Culture Cities Network”.

Indicative and non-exhaustive list of activities to be supported:

- Actions improving the connectivity between CCI professionals/organisations and other sectors with the aim of generating cross-sectoral collaboration for innovation (e.g. CCI incubators, hubs or multi-stakeholder platforms, other innovative formats of co-working);
- Piloting of actions aiming at cross-sectoral development of cultural products and services;
- Awareness raising measures for enterprises on possibilities of using the potential of CCI;
- Actions combining technical and cultural/creative approaches to support promotion of new ideas (products, services and models) that meet actual social needs;
- Actions generating innovation in the private or public sector;
- Developing of products and services, which are supporting social innovations, service innovations, foster cultural entrepreneurship and job creation in CCI.

Example of activities by type of project (non-exhaustive list):

Type#1:	Artistic and creative expression This could group cultural, artistic and other creative activities.
----------------	---

Typical activities (non-exclusive):	For example: Artistic coordination of co-productions, co-creations, concerts, exhibitions, fairs, festivals, performances in eco-friendly venues, literary translations, digitisation of cultural heritage material with open interfaces to allow access to people with disabilities, etc.
Type#2:	Capacity building
Typical activities (non-exclusive):	This could group diverse type of capacity building activities For example: Artistic residencies in eco-sustainable venues, apprenticeship activities (for example crafts), mentoring programmes, training courses, master classes, etc.
Type#3:	Networking and knowledge sharing
Typical activities (non-exclusive):	This could group networking and knowledge sharing activities, including policy/research/innovation activities for the cultural and creative sectors. For example: Conferences, workshops, symposia, seminars (all in eco-sustainable venues), research, studies, policy analysis, surveys, laboratories, market access activities, etc.

Examples of already funded projects:

Case study 1:

In 2022 the 8th edition of **The Northern Lights Nordic-Baltic Film Festival**, took place online and offline in Lithuania and Estonia. The Northern Lights is an annual festival that introduces to the Belarusian audience all the best and newest fiction and non-fiction films from Northern Europe, the Baltic countries, and Belarus. The festival supports the further development of the Belarusian film industry and empowers Belarusian creators.

Website: <https://en.northernlightsff.com/>

Case study 2:

Rhisoma Lab is a creative hub aiming at building sustainable, long-lasting network of creative collaboration between Belarusians, Georgians and other groups represented in Georgia, in the fields of architecture, urban design, industrial design and new visual media.

Website: <http://rhisoma.tilda.ws/>

Examples of Cross-Innovation projects from other programmes

3D Printing Sustainable Buildings: Architecture, materials science, robotics, computational design.

The Fair Grounds: Amusement rides presented as art installations: 'A new artistic or social narrative has been added to pre-existing attractions and old forms of entertainment have been updated with new technology.

DAOWO is hacking blockchain technology with artistic methods: International artists, musicians, technologists and theorists join forces to understand how blockchains might enable a critical, sustainable and empowered culture.

<https://www.e-c-c-e.de/en/nice-award-2019.html>

Activities related to the cross-cutting issues (relevant to both Cultural and Cross-innovation projects):

All applicants are invited to incorporate strategies to support the cross-cutting issues in the implementation and management of the proposed activities.

1. Concerning inclusion, diversity, and gender equality, applicants are encouraged to:
 - Propose activities that reach out to people from different socio-economic background in order to ensure equal access and participation;
 - Propose methodologies for implementing the project with a gender perspective, promote gender equality and non-discrimination mainstreaming;
 - Include artists with disabilities in the creative process and activities of the project, as well as stimulate their active participation.
2. Concerning environmental issues, applicants are strongly encouraged to propose in their projects, activities that minimize the impact on climate change and environment, for example:
 - Reduce travel and promote sustainable mobility (for example: by proposing an appropriate mix of online and physical meeting; promoting travel by train for distances shorter than 600 km);
 - Waste management (for example: by using less/recycled paper, using less materials and re-usable materials, etc.);
 - Strengthen the development and sharing of green skills and green innovation.

2.4 Size of grants and available budget

The applicant can apply independently or in consortium ⁵on the **national** or in a consortium from “EU4Culture Cities Network” on the **regional** level. Following scheme applies for the proposals suggested in a consortium either on national or regional level:

1. Projects submitted independently or in consortium on <u>national</u> level	2. Projects submitted in consortium on <u>regional</u> level
Category 1: Small-scale projects: with maximum available budget of EUR 5000	Category 1: Small-scale projects: with maximum available budget of EUR 8000.
Category 2: Medium-scale projects: with maximum available budget of EUR 15000.	Category 2: Medium-scale projects: with maximum available budget of EUR 25000.

⁵ See detailed description in Chapter 3

You can apply either independently or in a consortium from the same country (national projects).

Example: legal entity (public or private bodies) from Kutaisi, Georgia can apply independently or in consortium with another city from of “EU4Culture Cities Network” from the same country e.g., Poti, Georgia.

You can apply in consortium with other legal entities from different cities/countries (transnational/regional projects)

Example: legal entity (public or private bodies) from Kutaisi, Georgia can apply in consortium together with another public or private bodies from another city/country of “EU4Culture Cities Network”. e.g., Cahul, The republic of Moldova.

Co-financing of the project from other source(s) is not required, i.e., the grant can cover 100% of the budget requested. Additional financing of the project from other sources is possible.

3. WHO CAN APPLY?

Legal Entity, non-profit organisation (public or private), established in one of the eligible countries (Armenia, Azerbaijan, Georgia, Republic of Moldova, Ukraine) and representing the culture and/or creative sector in one of the “EU4Culture Cities Network” cities may submit the application.

The application may be submitted by a single entity, may be jointly submitted by lead and co-applicant or by a consortium of applicants representing two or more cities from “EU4Culture Cities Network”.

3.1 Eligibility Criteria

There are four sets of eligibility criteria, which must be complied with by the submission date of the proposal. They relate to:

(1) The actors:

- The lead applicant, i.e., the entity submitting the application form;
- Any co-applicant(s)⁶ (where it is not specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred as “applicants”).

(2) Geographical and Specific Eligibility

(3) Duration

(4) Operational capacity and exclusion

3.1.1 Eligibility of Applicants

In order to be eligible, the **Lead applicant** must:⁷

1. be legal entity (public or private bodies) **and**
2. be registered in one of the eligible countries, i.e.: Armenia, Azerbaijan, Georgia, Republic of Moldova and Ukraine **and**
3. have a legal record of operational activities in one of the “EU4Culture Cities Network”

⁶ These can be potential consortium members of the “EU4Culture Cities Network” or other co-applicants from the same country or city.

⁷ The list of type of the potential applicants: CCI actors, , private or semi-public cultural organisations active in the region **except** for CDS Lead applicants/partners and co-applicants from the participating cities, are eligible to apply.

4. have a legal record of operational activities for at least 2 years on the date of the deadline for the submission of the proposal;
5. be a non-profit organisation **and**
6. represent the culture and/or creative sector in one of the EU4Culture Network Cities.

Co-applicants must satisfy the same eligibility criteria as the lead applicant, except for criterion N3 - Co-applicant may be also have record of activities outside “EU4Culture Cities Network”.

If awarded the grant contract, the co-applicant (if any) will become beneficiary together with the lead applicant.

The Lead applicant shall be directly responsible for the implementation and management of the proposed action. Co-applicants may participate in designing and implementing the action. Incurred costs of the co-applicant are treated in the same way as those incurred by the Lead applicant.

The Lead applicant represents and acts on behalf of any other co-applicant(s) (if any) and coordinates the implementation and administration of the action.

3.1.1.1 Consortium composition

Applicants representing different cities from “EU4Culture Cities Network” on regional or national level that jointly submit proposals in the framework of this application guidelines are referred to as a Consortium.

Consortium based proposals must foresee implementation of activities in more than one city (from “EU4Culture Cities Network”).

Consortium based proposals may have at least **2 (two)** maximum **5 (five)** partners. Consortium members must satisfy the same eligibility criteria (both for Lead and Co-applicant) as described in 3.1.1.

In case of consortium-based proposal, the applicant must provide **the mandate to act** on behalf of involved consortium members.

3.1.1.2 General conditions

Before submission the application form the Applicant(s) must confirm that the information in the application is correct and complete, as well as the applicants complies with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc). Before signing the grant contract, each beneficiary must confirm this again by signing a Declaration of Honour (DoH). The applicant(s) may be asked at a later stage for further documents (e.g. legal entity validation, financial capacity check, bank account validation).

3.1.1.3 Specific cases

Natural persons are **NOT** eligible for this Call for Proposals.

CDS Lead applicants/partners and co-applicants from the participating cities are NOT eligible to apply for this Call for Proposals.

3.1.2 Geographical and Specific Eligibility

The activities to be implemented by the entities in the framework of this call for proposals should have effective multicultural/multi-ethnic involvement and should aim at preserving and developing multicultural / multi-ethnic dimensions in the targeted cities/areas and must be linked to the cultural development strategies submitted by Non-Capital Cities of “EU4Culture Cities Network” and should be implemented in these cities either separately or if in partnership/consortium in different locations.

The Action must take place in an area of at least one of “EU4Culture Cities Network”:⁸

EU4CULTURE CITIES NETWORK				
Armenia: Charentsavan Ijevan Sevan	Azerbaijan Khirdalan Lankaran Sheki	Georgia Kutaisi Poti Zugdidi	Republic of Moldova Cahul Orhei	Ukraine Vinnytsia Rivne Odesa

3.1.3 Project duration

The period for implementation of the actions funded under this Call is October 2023 – July 2024 (see chapter 9 **Timeline**). The duration of the Action must not exceed **10 months** (no-costs extensions might be possible, if duly justified) after the signature of the grant contract by both parties. The implementation of the project can only begin from the date of the signing of the grant contract by both parties.

3.1.4 Operational capacity and exclusion

Operational capacity

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

This capacity will be assessed together with the ‘**Design of the action, implementation approach and feasibility**’ award criterion, on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other).

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

Applicants need to demonstrate their capacity through:

- general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project;
- description of roles and functions of the consortium;

⁸ However, some punctual activities (e.g., seminar, conference, study visit, other events) if duly justified, may take place in other locations of the Eastern Partnership or in the EU member states.

- reference list of previous projects (e.g., key projects for at least 2 years).

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

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:

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

The Applicant will also be rejected, if it turns out that:

1. During the award procedure the Applicant misrepresented information required as a condition for participating or failed to supply that information.
2. The Applicant was previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

4. VISIBILITY

Beneficiaries of Cultural and Cross-Innovation projects grant scheme must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the financial support is used. In this respect, beneficiaries of the EU4Culture project are required to highlight the name and use the logo of the European Union on all their publications, posters, programmes, and other products produced under the financed project.

To do this, they must follow the Communication and Visibility Manual for EU4Culture Beneficiaries (cf. Annex E -[Communication Guide for EU4Culture Grantees](#)). Non-compliance with these requirements can have financial/administrative consequences.

Finally, beneficiaries are also encouraged to post on social media mentioning the EU support and the EU4Culture project with the hashtag #EU4Culture.

After the completion of the projects for each Call, EU4Culture will publish the following information, in summary form, for each of the five EaP countries:

1. Total number of projects funded and total amount of financial support provided;
2. Objectives and main activities of the Cultural and Cross-Innovation projects;
3. Main results of the Cultural and Cross-Innovation projects.

5. HOW TO APPLY AND PROCEDURES TO FOLLOW

5.1 Application Procedure

To apply for this Call for Proposals the applicant needs to:

4. Check the thematic compliance of the planned project (see Section 2.1 – **Types of projects**);
5. Prepare the online application form on **GAP** (Goethe Application Portal) containing the following information:
 - Relevance, overall context of the project and problems addressed;
 - Main objective(s);
 - Expected results and outputs;
 - Target groups;
 - Evaluation of risks, assumptions and mitigation;
 - Motivation;
 - Sustainability;
 - Information about project team, roles and responsibilities;
 - Budget plan (Annex A) in EUR (see Chapter 7 – **Budget and funding guidelines**);
 - Logical framework matrix - LFM (Annex B)⁹; - **projects with the budget under EUR 10 000, are not obliged to provide LFM**;
 - Activity plan (Annex C);¹⁰
 - Track records of projects implemented;
 - Self-declaration form (**Annex D**) signed by the applicant(s);
 - In addition, the applicant can indicate in the Application form other references, e.g. audio, video or images that are relevant to the project.
6. Fill in and submit the application form and corresponding annexes before the deadline.

5.1.1 Filling and Submission of application form

To apply for the Call for Proposals, the applicant should:

1. Register in the Goethe Application Portal (**GAP**) - <https://gap-online.goethe.de/en-US/>
2. Provide information according to the instructions or guiding questions provided in the **GAP** - <https://cutt.ly/W7ICtKm>
3. After submitting the online application, applicants will receive an automatic confirmation of receipt in their GAP profile and on registered Email.

In case of technical problems, please contact support.gap@goethe.de

In case, several applications from the same Applicant are submitted, EU4Culture will assess the latest submitted application.

⁹ Annex B Logical Framework Matrix - provides general overview of the LFM and the Template

¹⁰ Annex C - List and timetable of the planned activities within the project. The numeration of the listed activities must correspond to the numeration of outputs from the LFM to which they are linked.

5.1.2 Submission Deadline

The submission deadline is July 25, 2023, 18:00 CET. Applicants are recommended not to wait until the last day to submit their application. Applications submitted after the deadline will not be evaluated.

5.1.3 Further information

The EU4Culture team will deliver Info session for the potential applicants. Information about the info session is available under **Timeline**.

The information session will cover the following topics:

1. Understanding the nature, aims and benefits of the available opportunities within the Call for Proposals
2. Developing and submitting an application

The session will be held in English.

Individual consultations in the framework of this Call for Proposals are not possible. In order to ensure equal conditions for all applicants, all questions and answers as well as other important information will be published on GAP and will be accessible to everyone. The potential applicants might organise individual consultations with the city representatives in order to understand the nature and main topics and sectors within the prepared strategies submitted by Non-Capital Cities of “EU4Culture Cities Network”.

5.1.4 Application Language

The application form must be submitted in English. Only applications, including supporting documents (e.g. budget plan, logical framework matrix, activity plan, self-declaration and other relevant documents) submitted in English will be evaluated. Where the supporting documents are not in English, the applicants should provide a translation of the relevant parts of the documents.

6. EVALUATION OF SUBMITTED APPLICATIONS

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

The proposals will first be checked by the project team for formal requirements (admissibility, and eligibility). Proposals found admissible and eligible will be evaluated (for each topic) against the operational capacity and award criteria and then ranked according to their scores.

6.1 Formal and eligibility assessment

Each application will be subject to the formal and eligibility criteria assessment. The formal and eligibility assessment will be performed according to the following criteria:

#	Formal and eligibility criteria
1	The application has been submitted within the deadline.
2	The application is submitted in English.

3	The applicant conducts its main activities in the cultural and/or creative sector which target the “EU4Culture Cities Network” member cities and is registered in one of the following countries: Armenia, Azerbaijan, Georgia, Republic of Moldova and Ukraine.
4	The project proposal is in line with the criteria described in chapter 2 – Eligibility Criteria and 3 – Supported actions (project type, sector/theme, geographical scope, size of budget, duration).
5	The project application is connected to the CDS of one of the cities of “EU4Culture Cities Network” and/or is contributing to EaP countries CCI development.
6	The application form is completed and the correct documents are used and attached.

If any of the requested information is missing or is incorrect, the application will be rejected.

6.2 Quality assessment

The applications that pass the formal eligibility check will be further evaluated by **evaluation committee** according to the following criteria:

#	Criterion	Guiding questions	Max score
1	Relevance and impact	<ul style="list-style-type: none"> – How relevant is the proposed project and its activities to the of the call? – How is the proposal linked to cities’ CDS? – Are the needs and constraints well defined? – Which impact it may have on the target groups and the overall context? – How clearly defined and strategically chosen are those involved (target groups)? 	25
2	Design of the action, implementation approach and feasibility	<ul style="list-style-type: none"> – How clear and realistic is the suggested project plan? – Does the proposed action involve an appropriate and complementary mix of participating organisations (if any) and ensures an active contribution of all of them; – Does the applicant have the capacity or access to expertise to implement the project? – Are the chosen methods of implementation appropriate? – Does the proposal include effective mechanisms for coordination between the participating organisations (if any)? – Does the project involve the appropriate project teams, staff and outside resources to successfully implement the project; 	25
3	Sustainability	<ul style="list-style-type: none"> – Does the proposed action create sustained long-term change? – Will the activities and results of the project last beyond its timeframe? – Does the proposal go beyond one-off events, such as single literature presentations, concerts, masterclasses or exhibitions and 	15

		create opportunities for a continuous exchange and cultural dialogue?	
4	Budget and cost-effectiveness of the action	<ul style="list-style-type: none"> - Is the proposed budget accurate, credible, and realistic? - Does it correspond to the planned project's scope? - Are the proposed activities appropriately reflected in the budget? 	15
5	Promotion of horizontal principles	<ul style="list-style-type: none"> - Does the proposal embed awareness on topics such as gender equality, environmental sustainability, equal opportunity and multi-ethnicity? 	10
6	Innovation and creative approach	<p>Does the project contain new experimental concepts or innovative elements (for example, innovative media tools for outreach of the younger audience)?</p> <p>Does it contain new ways and concepts on integrating into other sectors of economy?</p>	10
Total			100

Additional Criteria

- Proposals submitted in consortium with the involvement of different “EU4Culture Cities Network” member cities (national level) will receive **additional 5 points**
- Proposals submitted in consortium with the involvement of different “EU4Culture Cities Network” member cities from different eligible countries (regional level) will receive **additional 10 points**

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

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

1. The proposals within the same topic will be prioritised according to the scores they have been awarded for the award criterion ‘*Relevance and impact*’. When these scores are equal, priority will be based on their scores for the criterion ‘*Design of the action, implementation approach and feasibility*’. When these scores are equal, priority will be based on their scores for the criterion ‘*Sustainability*’.
2. If this does not allow to determine the priority, a further prioritisation can be done by considering the overall project portfolio and the creation of positive synergies between projects, or other factors related to the objectives of the call.

Award criteria	Minimum pass score (threshold)	Maximum score
Relevance and Impact	15	25
Design of the action, implementation approach and feasibility	15	25
Sustainability	7.5	15
Budget and cost-effectiveness of the action	7.5	15
Promotion of horizontal principles	5	10

Innovation and creative approach	5	10
Overall (pass) scores	55	100

Maximum points: 100 points.

Individual thresholds per criterion: 15/25, 15/25, 7.5/15, 7.5/15, 5/10 and 5/10 points.

Overall threshold: 55 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.

6.3 Notification of results

The assessment process may take up to four weeks (see chapter 9 - **Timeline**), and the assessment results will be communicated via email indicated in the GAP profile.

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 might 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.

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

If the applicant passes evaluation, the project will be invited for a grant preparation, where the applicant will be asked to prepare the Grant Contract together with project's representative.

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

Starting date and project duration

The project starting date and duration will be fixed in the Grant Contract. 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.

6.4 How and when will the grants be paid out?

The grant will be paid according to the following rule:

1. After grant signature 75% of the grant amount will be paid. There will be no interim payments. Balance payment will be paid after submission and approval of final narrative and financial reports by the EU4Culture team, including all expenditure

receipts and/or proofs of payments but no later than 3 months after the end of the funding period.

All payments will be made to the Lead applicant.

The beneficiary must submit to the EU4Culture team the final narrative and financial reports (including all expenditure receipts and/or proofs of payments) no later than **two** months after the official end of the project.

During the project implementation, the beneficiary must inform the EU4Culture **on a monthly basis** on progress and upcoming project activities (format-free, e.g. in form of an email).

In case of unforeseen issues (e.g. risk that project implementation cannot be concluded in time or there are changes in the budget lines), the beneficiary must inform EU4Culture immediately and request for corresponding modifications (e.g. content related or budget modifications).

Detailed information on reporting will be provided to and discussed with the grant beneficiary during the process of signing the grant contract.

7. BUDGET AND FUNDING GUIDELINES

7.1 Overview of the budget and funding plan (Annex A)

When preparing the budget plan, the following must be considered:

- Indicate the calculated costs in Euro.
- Only eligible costs can be included in the budget plan (see sections 7.2 and 7.3 below).
- The per diems cannot exceed the EU fixed rates¹¹. The costs for hotel must be included in the per diems.
- Only economy class tickets are eligible.
- If the applicant has special needs, she/he is entitled to financial supplement covering additional expenses to accommodate his/her needs. In this case the maximum amounts of grants can be exceeded and will be fixed on a case-by-case basis. The list of additional expenses and their explanation must be indicated in the budget.
- All the project expenses (including co-financing) must be planned for the project implementation timeframe: not earlier than the first day and not later the last day of the project.
- The beneficiary must report for all the expenses indicated in the budget. The applicant must indicate only expenses that will be supported with verifications documents, e.g., agreements, invoices.

¹¹https://ec.europa.eu/international-partnerships/system/files/per-diem-rates-20200201_en.pdf

- Please note that any procurement / purchase of services and goods above EUR 1,000 requires at least three quotations.
- Costs indicated in the budget proposal must be reasonable, justified and must comply with the principles of sound financial management, in particular regarding economy and efficiency.

Please use the template provided on GAP_for planning of the budget. The budget and funding plan consists of two worksheets:

1. Budget plan: The applicant states the calculated project costs for the entire project over the full project term and explains the cost positions and justifies the calculation of budget costs for each position.
2. Funding plan/funding sources: The applicant states the expected funding sources for the project. In case the project will be co-financed, the applicant must indicate here the contribution from other sources and from the EU4Culture project.

The Applicant is to demonstrate that the income from the expected funding sources covers the calculated project costs itemised in the budget plan.

7.2 Overview & Justification of project budget plan worksheet

7.2.1 “Budget plan” worksheet

Applicants state the calculated cost positions for the entire duration of the project.

The budget plan is broken down into individual cost positions. It can include (calculated) costs for

- Staffing
- Travel (travel costs and costs of stay)
- Equipment and accessories
- Local office
- Other costs/services
- Miscellaneous

The description of the individual cost positions needs to be broken down into key components showing sufficient detail so that the Contracting Authority can perform an assessment of the eligibility of each individual position. For example, under ‘Staffing’, each individual staff member working for the project should be itemised as a separate cost position. Applicants can add lines as required.

7.2.2 “Justification of project budget plan” worksheet.

The justification of the project budget plan includes two columns:

- Explanation of cost positions: The applicant must explain each cost position, the necessity of the costs and how they are relevant to the project. For instance, for each staff member

listed under ‘Staffing’, the applicant should explain the role of each staff member in the project and the project activities she/he will perform. Applicants should ensure there is a line corresponding to every cost position in the “Budget Plan” worksheet.

- Justification of estimated costs: The applicant should justify the unit cost and the number of units for each cost position. For example, the cost of staff should clarify each staff person’s total cost of employment, and how much time each staff member will spend on the project. For travel, explain how many travels are budgeted (how many people, how many trips per person), what type of transport is foreseen (plane, train, etc.) and with which destinations.

Any income generated during project implementation must be indicated in the budget and in the final financial statement. If the project is planned as revenue generating during project implementation period, the revenues have to be deducted from its total eligible expenditure and shall consequently reduce the EU4Culture contribution to it.¹²

7.3 What expenses may be covered by the grant?

Eligible costs of a project are costs that

- are relevant to the grant purpose and are necessary for implementation of the project,
- are actually incurred by the beneficiary,
- are incurred during the implementation period of the project,
- are explicitly stated in the budget plan,
- meet the requirements of the applicable tax and social security provisions, and
- are appropriate and justified, as well as in line with the principle of sound financial management, especially regarding economy and efficiency.

Eligible costs include:

- staff costs (should not represent more the 60% of the total budget),
- travel costs (except taxi rides),
- costs of services (external expertise, especially digital services, translation, design, production costs, etc.),
- purchase costs for materials, (digital) tools, equipment and accessories (new or used), which are specifically intended for the project,
- administration costs (office rental, rent of space/equipment for relevant events, consumables/materials, etc.) directly related to the project,
- indirect costs (maximum 5% of the incurred direct eligible costs; can include maintenance, stationery, photocopying, postage costs, telephone costs, heating, electricity or other forms of energy, water, office furniture, insurance and any other expenditure necessary for the successful completion of the project). No supporting documents for indirect costs are needed.

¹² Regulation (EU) No 1303/2013 Art 61

7.4 Which expenses are ineligible?

Non eligible costs are:

- costs already covered by other sources of funding (**no double funding**),
- debts and debt service charges (interest),
- provisions for losses, debts, or potential future liabilities,
- purchases of land or property,
- foreign currency exchange losses,
- credits to third parties, unless otherwise specified, for example in the grant contract;
- contributions in kind,
- performance-related bonuses that are included in costs of staff,
- costs of preparation of the grant application,
- project-related costs that occurred before the start or after the end of the implementation period of the project.

8. PROMOTION OF THE HORIZONTAL PRINCIPLES

The proposed projects and applications must, whenever possible, support and further the following horizontal principles, in line with EU policy and the EU4Culture project:

- Gender equality
- Environmental sustainability
- Equal opportunity and multi-ethnicity

Gender equality: Projects should align with the European Union’s Gender Equality Strategy¹³ including:

- Challenging gender stereotypes;
- Ensuring equal participation (including economic participation) of women and men;
- Ensuring equal participation of women and men in policy-making and in decision-making.

Moreover, indicators related to the realisation of project results and objectives should be gender disaggregated so as to allow for a gender perspective.

Environmental sustainability: Projects should identify and address environmental protection issues. Applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements.

Equal opportunity: EU4Culture promotes equal opportunities and non-discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation

¹³ “A Union of Equality: Gender Equality Strategy 2020-2025”, COM(2020)152fin, 5 March 2020. <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52020DC0152&from=EN>

as well as equality between men and women in their activities, outputs and results. In this respect, projects should have effective multicultural/multi-ethnic involvement and should aim to preserve and develop the multicultural/multi-ethnic dimensions in the targeted areas.

Projects must also consider their overall influence as regards the above-mentioned principles. While preparing the project proposal, the applicant is invited to highlight how these horizontal principles are integrated in the project activities and outputs. Furthermore, applications are expected to underline the specific measures they plan to take at the operational level on how these principles will be respected.

Promotion of the horizontal principles will be considered as a positive factor in the selection of projects for funding.

9. TIMELINE

The indicative time schedule in the framework of this Call for proposals is as follows:

	DATE	TIME (CET)
Launch of the Call for cultural and cross-innovation project proposals	26 April 2023	12:00 PM
Information session	05 June 2023	14:00 PM Click here to register
Deadline for submission of applications	25 July 2023	18:00 PM
Technical and content related assessment	August 2023	
Notification of results	First week of September 2023	
Contracting	September 2023	
Implementation of the projects funded	Upon signing the grant contract, i.e. from 01 October 2023 for max. 10 months implementation window	
Deadline for implementation of the projects funded under this Call	31 July 2024	

10. PERSONAL DATA PROTECTION

The reply to any Call for Applications involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data: <https://eur-lex.europa.eu/legal-content/en/TXT/?uri=CELEX:32018R1725> -

Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the Call for Applications will be processed solely for that purpose by the EU4Culture evaluation team. Details concerning the processing of personal data are available on the privacy statement at: https://ec.europa.eu/info/funding-tenders/rules-public-procurement/data-protection-public-procurement-procedures_en.

11. WHO IMPLEMENTS EU4CULTURE?

The EU-funded project “EU4Culture” is implemented by the following cultural institutions of the EU Member States:

- Goethe-Institut e.V. (Lead),
- Czech Centres,
- Danish Cultural Institute,
- Institut Français de Géorgie.

Goethe-Institut e.V. - is the cultural institute of the Federal Republic of Germany with a global reach. Through its 150 branch-offices in over 90 countries, it relies on long-standing partnerships with leading politically independent institutions and individuals to drive and support the culture and creativity sector.

Czech Centres – represent the Czech Republic in a wide range of cultural and social areas: from art and creative industries to the achievements of Czech science and innovations. The Czech Centres also provide Czech language courses in foreign countries. The Czech Centres participate in international projects and operate as a platform for the development of international cultural dialogue.

Danish Cultural Institute – is the focal point for the creation of long-term cultural relations. With five institutes, two focus countries and activities in several countries, DCI strives to be close to the world developments, right, where art, culture and knowledge really do make a difference. The aim of the institute is to encourage international understanding through exchange of cultural values, ideas and experiences.

Institut français de Géorgie – is present in Georgia since 2002 year. The Institut Français de Géorgie has implemented a range of projects in Georgia, which have addressed culture, language learning, education and medical training including in Abkhazia. It regularly holds the Presidency of the EUNIC Cluster in Georgia and has organised the European Day of Languages in Tbilisi.

12. CONTACT INFORMATION

In case you need any other support or clarifications, please use the contact details below:

Country	Contact Person	Email
Regional all participating countries	Rusudan Ebralidze (Regional Mobility Manager)	Rusudan.ebralidze@goethe.de
Armenia	Marine Karoyan	Marine.Karoyan.extern@goethe.de
Azerbaijan	Firuza Baghir	Firuza.Baghir.extern@goethe.de
Georgia	Marika Jabua	Marika.Jabua@goethe.de
Republic of Moldova	Eugeniu Harabara	Eugeniu.Harabara.extern@goethe.de
Ukraine	Kateryna Levchenko	Kateryna.Levchenko@goethe.de

13. ADDITIONAL INFORMATION AND ANNEXES

13.1 Documents to be completed/uploaded

(These annexes are to be uploaded online on [GAP](#))

Annex A: Budget Plan

Annex B: Logical Framework Matrix

Annex C: Activity Plan

Annex D: Self-declaration form

13.2 Documents for information

ANNEX E: [Communication Guide for EU4Culture Grantees](#)

Useful links: Web sites related to the project.

<https://euneighbourseast.eu/projects/eu-project-page/?id=1487>

<https://www.goethe.de/ins/ge/de/kul/sup/e4c.html>

<https://linktr.ee/eu4culture>

Important:

Regarding the cities' cultural development strategies, please directly contact the municipalities of the participating cities or the National Coordinators of the EU4Culture project for more information.

14. 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.
- **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.
- **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.
- **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).
- **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.
- **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).
- **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 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.
- **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: 1. beneficiary names 2. beneficiary addresses 3. the purpose for which the grant was awarded 4. 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.