



# Individual Mobility Action **Call for individual mobility of artists and cultural professionals**

*First rolling call from 10 October 2022 to 31 May 2023 23:59 CEST*

# Culture Moves Europe

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**Artist? Working in the field of culture?**

**In need of support to carry out a project in another country?**

**Keep reading, this opportunity is for you!**

Culture Moves Europe offers mobility grants to individual artists and cultural professionals (A&CP) willing to implement a project abroad and spread the culture vibes around Europe and beyond!



**Funded by  
the European Union**



## Culture Moves Europe

Culture Moves Europe provides mobility grants for artists and cultural professionals in all 40 Creative Europe countries. It covers the sectors of architecture, cultural heritage, design and fashion design, literary translation, music, performing arts and visual arts.<sup>1</sup>

The scheme consists of two action lines:

- 1) **Individual Mobility** for individuals and groups of up to 5 persons;
- 2) **Residency** for legal entities to host between 1 to 5 artists and cultural professionals.

Specific incentives are proposed both to encourage green mobility and to ensure inclusion of people from all backgrounds who are active in the cultural and creative field.

Funded by the European Union, Culture Moves Europe is implemented by the Goethe-Institut.

**The Call for Individual Mobility targets individual artists and cultural professionals residing in a Creative Europe country and willing to develop a project in another Creative Europe Country, with an international partner.**

## Timetable

Launch of call for applications	10 October 2022
Deadline of the Call	31 May 2023, 23:59 CEST
Monthly deadlines	31 October 2022, 23:59 CEST No monthly deadline in November 2022 31 December 2022, 23:59 CET 31 January 2023, 23:59 CET 28 February 2023, 23:59 CET 31 March 2023, 23:59 CET 30 April 2023, 23:59 CEST 31 May 2023, 23:59 CEST
Publication of results	Approx. 5 weeks after the monthly deadline
Mobility period	At any time, for the duration agreed within one year after signature of the grant agreement. (NB: the <b>earliest starting date is approx. 7 weeks after each monthly deadline</b> )

**Applicants are responsible for reading the Culture Moves Europe Call for Individual Mobility in its the current version at the time of application.**

Update of the Call: 28/04/2023

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<sup>1</sup> Projects exclusively covering the audio-visual sector are not eligible for funding under this action.

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# 1. Eligibility criteria

## 1.1 What for?

The Individual Mobility Action of Culture Moves Europe provides financial support to partially fund the **cost of travel (transport, accommodation, etc.) of an artist or cultural professional residing in a Creative Europe country and going to another Creative Europe country**, in order to implement a project with an **international partner** (organisation or individual).

The **international partner (organisation or individual)** is an associate, based in a Creative Europe country<sup>2</sup>, that agrees to invite the individual artist(s) and guides them through their project's implementation.

The eligible sectors comprise: architecture, cultural heritage, design and fashion design, literary translation, music, performing arts and visual arts.<sup>3</sup>

The mobility scheme allows A&CPs to internationalise their activities by pursuing one of the following objectives:

- **To explore:** to explore Europe's rich cultural heritage to inform, direct or inspire their own creativity;
- **To create:** to co-create or co-develop art with A&CPs from other countries;
- **To learn:** to participate in non-formal learning<sup>4</sup>;
- **To connect:** to develop or deepen international professional relationships.

**Please note that:** the mobility scheme cannot be used purely to fund travel for artists to present their work in a professional setting (vernissage, exhibition, concert, performance).

**Disclaimer:** In accordance with the EU Council Regulation 2022/576, Article 5l), it shall be prohibited to provide direct or indirect support, including financing and financial assistance or any other benefit under a Union, Euratom or Member State national programme and contracts within the meaning of Regulation (EU, Euratom) 2018/1046, to any legal person, entity or body established in Russia with over 50 % public ownership or public control.

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<sup>2</sup> The International Partner can be legally registered in one country and based in another one, if both of them are Creative Europe countries.

<sup>3</sup> Projects exclusively covering the audio-visual sector are not eligible for funding under this action.

<sup>4</sup> Education that is institutionalised, intentional and planned by an education provider as an addition, alternative and/or complement to formal education as part of lifelong learning. It is often provided to guarantee the right of access to education for all. It caters to people of all ages, but it may be short in duration and/or low-intensity. Non-formal education is typically provided in the form of short courses, workshops or seminars. It leads mostly to qualifications that are not recognised by the relevant national or sub-national education authorities or it could lead to no qualifications at all. For more information: <https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2012:398:0001:0005:EN:PDF>

## 1.2 Who can apply?

<p><b>Eligible artists and cultural professionals</b></p>	<ul style="list-style-type: none"> <li>• Individuals or groups of individuals (from 2 to 5 people) who are natural persons;</li> <li>• Aged 18+;</li> <li>• From all educational backgrounds and levels of experience;</li> <li>• Active in all cultural and creative sectors covered in the CULTURE Strand of the Creative Europe programme: <b>architecture, cultural heritage, design and fashion design, literary translation, music, performing arts and visual arts.</b></li> <li>• Considering that this action aims to pursue the objectives of the CULTURE strand of the programme, projects with an exclusive focus on audiovisual content are not targeted for funding under it.</li> </ul>
<p><b>Eligible countries</b></p>	<p>The applicant must be legally residing in one of the 40 Creative Europe countries:</p> <p>Albania, Austria, Armenia, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo<sup>5</sup>, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden and Tunisia and Ukraine.</p> <p>Including their Overseas Countries and Territories and Outermost Regions of the European Union:</p> <p>Outermost regions:</p> <p>French Guiana (France), Guadeloupe (France), Martinique (France), Mayotte (France), Reunion Island (France), Saint-Martin (France), Azores (Portugal), Madeira (Portugal), Canary Islands (Spain).</p> <p>Overseas Countries and Territories:</p> <p>Greenland (Denmark), French Polynesia (France), New Caledonia (France), Saint Barthelemy (France), St. Pierre and Miquelon (France), Wallis and Futuna Islands (France), Aruba (The Netherlands), Bonaire (The Netherlands), Curaçao (The Netherlands), Saba (The Netherlands), Sint Maarten (The Netherlands), Sint Eustatius (The Netherlands).</p>

<sup>5</sup> This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

Culture Moves Europe promotes gender balance and inclusion of artists from minorities and underrepresented groups.

It offers disability support to artists and cultural professionals whose disabilities affect their ability to carry out the mobility project.

The scheme aims to be geographically balanced and accessible to A&CPs living in rural and remote areas, including overseas territories of the participating countries, or in countries where A&CPs have less experience of international cooperation.

It also reaches out to A&CPs who have family responsibilities.

In addition, special attention is given to emerging artists and cultural professionals.

### 1.3 What are the mobility conditions?

<b>Country of residence and country of destination</b>	<ul style="list-style-type: none"> <li>• The mobility must start in a Creative Europe country<sup>6</sup> in which the applicant can prove they <b>legally reside</b>;</li> <li>• The project must take <b>place in another Creative Europe country</b>;</li> <li>• After the implementation of the mobility project, applicants must return to their country of residence;</li> </ul>
<b>Duration</b>	<p>The mobility duration includes travel time and project implementation:</p> <ul style="list-style-type: none"> <li>• <b>For single individual applications:</b> the duration should <b>be between 7 and 60 days</b>;</li> <li>• <b>For groups of individuals (2 to 5 people):</b> the duration should be <b>between 7 and 21 days</b>;</li> </ul> <p><b>Note:</b> the requested duration must be fully justified.</p> <p>The mobility must take place <b>within one year</b> from the signature of the grant agreement;</p>
<b>Type of mobility</b>	<ul style="list-style-type: none"> <li>• The implementation of the project in the destination country must be <b>uninterrupted</b>;</li> <li>• The mobility must take place in a <b>single destination</b> (for exceptions, see Section 5.2).</li> </ul>
<b>Virtual mobility and Ukraine</b>	<p>Applicants legally residing in Ukraine or having Ukraine as destination country for the implementation of their project can exceptionally directly apply for a virtual mobility (see section 2.3).</p>

<sup>6</sup> see list of countries in section 1.1.

### Specific information on group applications:

<p><b>One project, one group, several group members</b></p>	<ul style="list-style-type: none"> <li>• A “group” is a fixed number of people (from <b>2 to 5 persons</b>) with the <b>same coherent mobility group project</b>.</li> <li>• Each member must start the mobility in a Creative Europe country in which they can prove they <b>legally reside</b>, and return to the same country after the project implementation;</li> <li>• Members can start from a different Creative Europe country, but the mobility project requires the group to travel to the same place of destination, for exactly the same duration and dates;</li> <li>• Individuals with the same project and same destination must apply as a group and not as several individual applications;</li> <li>• A group project with more than 5 people cannot apply with several applications;</li> <li>• A member of the group cannot act as an international partner (organisation or individual);</li> <li>• If one (or several) person(s) from the group do(es) not undertake a transnational mobility, the person(s) in question will not receive the mobility grant. Culture Moves Europe only supports individual artists and cultural professionals who undertake a trans-national mobility (for exceptions, see Section 5.2);</li> </ul>
<p><b>One group, one group leader</b></p>	<ul style="list-style-type: none"> <li>• One person (the “group leader”) must submit the application for the entire group, with power of attorney for all group members. Nonetheless, the application must include personal details for each of the group members (e.g name, date of birth, place and country of residence, etc.);</li> <li>• The group leader has to submit one artistic portfolio for the group, and individual CVs for each group member;</li> </ul>

Failure to comply with these requirements will result in rejection of the application.

### **Mobility support cannot be awarded:**

- to applicants who are not undertaking an international mobility (i.e going from one Creative Europe country to another);
- retrospectively for actions and projects already completed;
- to applicants receiving financial support from another European programme for the same mobility (country of destination and residence), same project and the same dates.
- to beneficiaries who have already received a grant from the Individual Mobility Action of Culture Moves Europe;
- for artistic and cultural projects in which the European Union or the Goethe-Institut would be international partners;
- to staff members of the European Commission and the Goethe-Institut



## 2. Grant calculation

### 2.1 How is the mobility grant calculated?

The financial support is a contribution composed of **two** elements:

**A. The mobility grant** includes:

**A.1. Travel costs** for the journey from the place of residence to the place of destination and back to the place of residence.

- Culture Moves Europe encourages applicants to choose sustainable ways of travelling and to opt for slow travel, with the **green top-up** (see below).
- For applicants planning to implement a project more than 5.001 km from their place of residence, the travel grant is adapted to reflect the additional cost of long-distance travel.

**A.2. Daily allowance** to contribute to accommodation, subsistence, and other expenses (rental of equipment, local transportation tickets, etc.). The duration requested should be justified in relation to the project activities.

Given that this allowance is provided with a view to accommodation costs, **it is calculated on the basis of the number of nights**. E.g., a project lasting 7 days will receive an allowance for 6 nights. However, the allowance can be spent on any of the expenses listed above.

**B. Extra costs and top-ups** are forms of additional financial support based on individual needs. The aim is to support the inclusion of people from various backgrounds and profiles (including applicants travelling from and to Overseas Countries and Territories and Outermost Regions, applicants who need visas, applicants whose disabilities affects their ability to carry out the mobility project, and applicants with children below the age of 10), as well as to promote more sustainable or slow travel.

## Grant Calculation for the Individual Mobility Action

### A. Mobility Grant

#### A.1. Travel:

- The distance is calculated, one way, from the place of residence to the place of destination
- The travel allowance is a fixed amount and covers both directions of travel (from the place of residence to the destination, and back to the place of residence)

Distance	Standard fee	Explanations	Compulsory proof <sup>7</sup>
Less than 600 km	350€	<p>Travelling by plane is not allowed, unless the following applies:</p> <ul style="list-style-type: none"> <li>• You have a disability;</li> <li>• Your place of residence/place of destination is an island which is only accessible via airplane;</li> <li>• You are under a <i>force majeure</i> or grave personal circumstances case.</li> </ul>	Proof of green travel <sup>8</sup> will be requested and checked for both directions of travel (outward and return)
from 600 km to 5,000 km	350€	<p>Applicants will have two options:</p> <ul style="list-style-type: none"> <li>• <b>To 'travel green':</b> to support sustainable way of travelling, A&amp;CP can request <b>a green top-up of 350€</b> if they take any form of transport other than airplane, from the place of residence to the destination, and back to the place of residence.</li> <li>• <b>For A&amp;CP who can only travel by plane,</b> a contribution to the Co2 compensation fund, Atmosfair<sup>9</sup> will be paid by Culture Moves Europe on behalf of the grantee.</li> </ul>	Proof of transport will be requested and checked (tickets etc.) for both directions of travel (outward and return)
from 5.001 km	700€		Proof of green travel will be requested for both directions of travel (outward and return)

<sup>7</sup> To see examples of proof, please check Section 6.

<sup>8</sup> Green transports include all types of transport except airplane.

<sup>9</sup> More information available here: [www.atmosfair.de](http://www.atmosfair.de)

A.2. Daily allowance			
Unit	Fees	Explanation	Requested proof (compulsory)
Per person	75 € per night	To contribute to costs such as accommodation, food, local transportation, equipment and material.	Proof of the exact number of days of the mobility will be requested and checked.

B. Top-ups (based on personal needs)			
Top-up	Fees	Explanation	Requested proof (compulsory)
Disability Support	The budget will be agreed with the Culture Moves Europe team and can amount to up to 100% of the mobility grant.	For applicants whose disability affects their ability to carry out their mobility project	Any document proving that the applicant has a disability that affects their ability to carry out the mobility project;  A detailed budget outlining the requested needs.
Green top-up	350€	All forms of transport except airplane.  Can be requested for journeys of 600 km and above.  Both outward and return journeys should be undertaken using sustainable transports.	Green transport proof must be provided for both directions of travel (outward and return).
Outermost Regions (OR) and Overseas Countries and Territories (OCT) top-up	150€	For applicant whose place of residence and/or place of destination is an OCT or OR.  List of OCTs and OR available section 1.1	Transport proof must be provided for both directions of travel (outward and return).
Visa top-up	80€	Expenses connected to visa application	Visa expenses proof
Family top-up for A&CP	100€	Applicants with children below the age of 10	Family proof

**Disclaimer:** when applying, the automatically calculated amount on the Goethe-Application Portal is indicative and subject to change after eligibility check, controlling, and final approval from Culture Moves Europe.

## 2.2 Exception 1: virtual mobility

Virtual mobility refers to the use of information and communication technologies to implement a project with an international partner (organisation or individual) **remotely**.

- Virtual and hybrid (mix of virtual and in person) mobility are not financially supported.
- The exception is only for grantees under *force majeure* situations and exceptional cases (see Section 5.2). If virtual mobility is the only possibility, the grant will be calculated as 30% of the original grant amount.

## 2.3 Exception 2: artists and cultural professionals based in or traveling to Ukraine

Applicants legally residing in Ukraine or having Ukraine as destination country for the implementation of their project can apply to do a physical mobility or a virtual mobility directly at the application stage.

Virtual mobility can be requested if:

- The applicant resides in Ukraine and is not able to travel outside of the country;
- The applicant is willing to develop and implement a project with an international partner based in Ukraine, and is not able to travel to Ukraine.

Grant for applicants residing in Ukraine Or applicants with a partner based in Ukraine			Requested proof
<b>Option 1</b>	Physical mobility	Calculation for physical mobility financial support applies	Evidence requirements for physical mobility apply (see Section 6)
<b>Option 2</b>	Virtual mobility	<ul style="list-style-type: none"><li>• No travel costs or top-ups</li><li>• 35€ daily allowance to cover subsistence, connectivity, etc.</li></ul>	Proof of legal residence in Ukraine or letter of confirmation from the international partner based in Ukraine Duration of the mobility and some deliverables from the virtual project

## 2.4 Bank transfer fees

In order to ensure equal treatment of all Culture Moves Europe grantees, the mobility scheme will entirely cover bank fees resulting from the payment of grants to A&CPs based outside of the European Banking Union.

## 3. How and when to apply?

### 3.1 How to apply?

The **online application** has to be individual, and written and submitted by the candidate themselves. **Applications coming from other structures or people will not be accepted.** The grants allocated are destined exclusively to individuals travelling solo or as members of a collective.

Applicants will be required to create an account and fill-in the online application on the Goethe-Application Portal. Applicants can edit and save the draft until the final submission, within the indicated deadline.

The applicant needs to provide the following information (group leader and group members, in case of group applications):

- Personal details;
- Professional experience;
- Details of the mobility project (one collective project in case of group application):
  - Description of the project and main objective;
  - Relevance of the project;
  - Details on international partner and project preparation;
  - Expected long-term outcome;
  - Sustainability aspects.
- Several documents have to be uploaded:

List of documents	Compulsory
<b>Proof of legal residence</b> (1 PDF document per group member)	
<i>E.g. National Identity card/Passport, refugee status/humanitarian protection, residence permit, housing contract, bills, etc.</i>	YES
<b>Artistic and creative work</b>	
Short curriculum vitae in English (1 PDF per group member)	YES
Artistic portfolio in English (1 PDF document for the entire group)	YES
One relevant link to your artistic work	NO
<b>Proof of preparation</b> (one proof for the entire group)	
<p>Document by the international partner (organisation or individuals), confirming:</p> <ul style="list-style-type: none"> <li>• Brief description of the collaboration with the applicant;</li> <li>• Name of the applicant (and group member if applicable);</li> <li>• Approximate dates of the mobility.</li> </ul> <p>The document must be <u>signed and dated, and in English language</u>.</p> <p><i>E.g. signed invitation letter, email confirmation, etc.</i></p>	YES
<b>Family top-up</b> (one proof per group member)	
<i>E.g. Family book, birth certificate, child's identity card or passport, legal tutors' documents, etc.</i>	YES
<b>Disability Support</b> (one proof per group member)	
Any document proving that the applicant has a disability that affects their ability to carry out the mobility project;	YES

**Note that:** the Goethe-Application Portal will only allow the submission of applications that are complete. Those with required information fields that are empty, completed with the wrong type of information (wrong data type), or where a required document is not uploaded, will be automatically rejected.

## 3.2 When to apply?

Monthly deadlines	<p>The first rolling call is open from <b>10 October 2022 to 31 May 2023, 23:59 CEST</b>.</p> <p>During the rolling call period, there is a <b>monthly deadline</b> on the last day of each month. All applications received during that month are evaluated. The best applications are selected for funding, taking into consideration the overall available budget.</p> <p>The monthly deadlines are the following:</p> <ul style="list-style-type: none"> <li>• <b>In 2022:</b> <ul style="list-style-type: none"> <li>○ 31 October, 23:59 CEST</li> <li>○ 31 December, 23:59 CET</li> </ul> </li> <li>• <b>In 2023:</b> <ul style="list-style-type: none"> <li>○ 31 January, 23:59 CET</li> <li>○ 28 February, 23:59 CET</li> <li>○ 31 March, 23:59 CET</li> <li>○ 30 April 23:59 CEST</li> <li>○ 31 May, 23:59 CEST</li> </ul> </li> </ul> <p>This format gives time and flexibility to A&amp;CPs, so that they can prepare their mobility and submit proposals linked to near-term opportunities.</p>
Language	Applications must be submitted in <b>English</b> . The level of English is not evaluated or taken into consideration.
One application per call	<p>Each applicant will be allowed to submit <b>only one application</b> as an individual or a group within the first rolling call, which runs from 10 October 2022 until 31 May 2023 at 23:59 CEST.</p> <p>Other rolling calls will open in autumn 2023 and autumn 2024.</p>
Possibility to (re)apply	<ul style="list-style-type: none"> <li>• Unsuccessful applicants can apply to future Calls for Individual Mobility (published in Autumn 2023 and Autumn 2024);</li> <li>• Beneficiaries having previously received an <i>i-Portunus</i> mobility grant are eligible to apply, but priority will be given to first-time applicants;</li> <li>• Beneficiaries (Hosts or participating A&amp;CPs) having previously received a grant from the <b>Residency Action</b> of Culture Moves Europe are eligible to apply to the Individual Mobility Action;</li> <li>• Beneficiaries of the Individual Mobility Action are eligible to apply to the Residency Action of Culture Moves Europe, as Host or participating A&amp;CPs.</li> </ul>

Once submitted, the application cannot be changed and is evaluated only after the monthly deadline. For any technical issue when applying, the applicant must contact the team:

- directly on the mail section on the Goethe-Application Portal;
- via the following email: [culturemoveseurope@goethe.de](mailto:culturemoveseurope@goethe.de)

## 4. Evaluation process and Selection criteria

### 4.1 Evaluation process

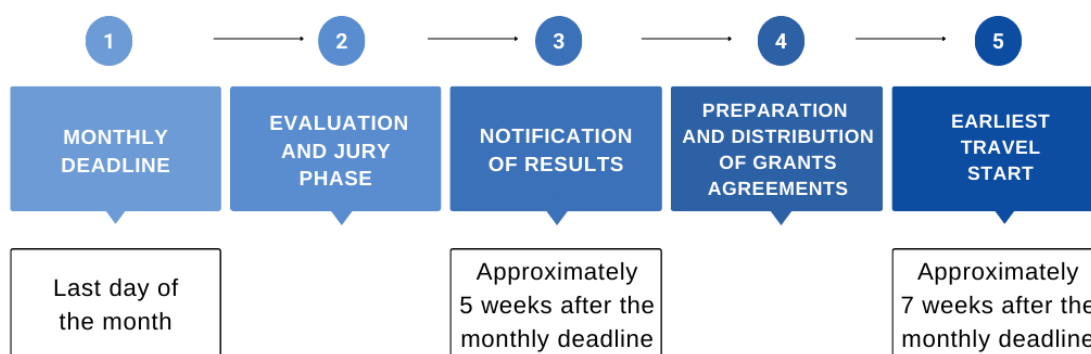
The Call for Individual Mobility is open continuously from the 10 October 2022 until the 31 May 2023 at 23:59 CEST, with monthly deadlines.

The evaluation process lasts approximately 5 weeks following the monthly deadline. It includes:

- 1) **Eligibility check:** Culture Moves Europe checks that the application is fully completed and complies with the eligibility criteria (see Section 1.)
- 2) **Evaluation:** each eligible application is evaluated by two independent experts, who are members of the Culture Moves Europe evaluators' pool. The evaluators are selected for their expertise in the different sectors and from countries covered by the scheme. Evaluators follow a strict evaluation grid (see 4.2.). Applications with a score of less than 10/20 points will be automatically excluded from further evaluation.
- 3) **Jury:** A jury, composed of a minimum of three people (representatives from the European Commission and the Goethe-Institut) validates the final selection. The jury ensures the quality, impartiality and coherence of the selection process. The selected projects should reflect on quality (evaluators' score) and other criteria such as geographical and gender balance, sectors, emerging and established artists, and other inclusion aspects.
- 4) **Notification:** the results are notified to the applicants via the Goethe-Application portal, approximately 5 weeks after the monthly deadline.

### EVALUATION CALENDAR

Monthly evaluation from November 2022 to June 2023



**This is only an indicative timeline.** Please keep in mind that delays might occur. It is highly recommended to apply at least **3 months** before the start of the individual mobility.



## 4.2 Selection criteria

The evaluators will assess the following aspects of the application:

<b>Relevance of the project (5/20 points)</b>	The extent to which the project is related to the objectives/expected outcomes of the mobility scheme. Will the mobility allow the applicant to explore, create, learn or connect internationally?
<b>Relevance of the mobility (5/20 points)</b>	The extent to which the mobility is necessary to achieve the stated objective. Could the same activity be undertaken at a distance, or is physical presence and interaction necessary? Is the requested mobility duration justified in relation to achieving the objective?
<b>Quality of preparation (5/20 points)</b>	Is the mobility sufficiently well planned and prepared, in order to achieve the desired result? For group applications, is the role of each group member in the project clearly defined?
<b>Longer-term outcome (3/20 points)</b>	Will the mobility have sustainable results over time? How will it be beneficial and influential in the future?
<b>Sustainability aspects (2/20 points)</b>	Is the applicant using sustainable transportation means (if not, is it well justified)? Is the applicant using sustainable materials/incorporating sustainable activities into the project?

## 5. Selected? What's next!

### 5.1 Signature of the Grant Agreement

Selected applicants are informed via the Goethe-Application Portal and are asked to provide the following information:

List of proofs (examples)	Compulsory
<b>Bank details</b>	
<ul style="list-style-type: none"><li>• Account holder (must be the one of applicant or the one of the group leader in case of a group application)</li><li>• IBAN</li><li>• SWIFT code (BIC)</li><li>• Name of the bank</li></ul>	YES
<b>Disability Support (if applicable)</b>	
A detailed budget of requested needs	YES

After submitting this information, the Culture Moves Europe Team will start preparing the grant agreements. Priority will be given to projects with the earliest start dates.

**The selected applicant has two weeks to check the information, sign the grant agreement and upload it on the Goethe-Application Portal.** If the grant agreement is not signed and sent back within that period, the Culture Moves Europe team considers this a rejection of the offer.

For groups, one grant agreement is signed by the group leader on behalf of all members.

- Each member of the group receives an individual amount depending on their personal situation;
- The grant for all group members is paid to the group leader's bank account. The group leader is responsible for distributing each amount between the group members.

After reception of the signed grant agreement and bank information:

- 75 % of the mobility grant (round trip travel and daily allowance), and the full amount of the disability support, if applicable, are paid to the selected applicant's bank account within 30 days;
- Grantee can start the mobility project;
- Grantees have one year to implement their mobility project from the signature of their grant agreement;

**Disclaimer:** selected applicants remain fully responsible for their own security and safety. Culture Moves Europe recommends grantees to notify and register with their Embassy before starting their mobility project, and to obtain travel insurance. Culture Moves Europe does not offer additional support to cover this cost.

### 5.2 Changes to the mobility project

## Limited possibilities to change the mobility project

After signature of the grant agreement, Culture Moves Europe allows the following changes:

- **Change of timing of the mobility** (i.e. when to start the mobility project): the grantee will be requested to inform Culture Moves Europe of the new indicative dates of the mobility via the Goethe-Application Portal. If the grantee decides to stay longer in the destination country, it will be at the grantee's own expense;
- **Replacement of a group member:** If a group member needs to drop out, the group leader should contact the Culture Moves Europe team as soon as possible. The grantee will be able to request a replacement only once. If another member drops out, the leader will need to inform the Culture Moves Europe team and reduce the group size.

The grantee must inform Culture Moves Europe on the Goethe-Application Portal.

Only in duly justified and very limited cases - and in coordination with the Culture Moves Europe team - grantees will be allowed to adapt the place of residence, destination and the project duration.

## Force majeure and exceptional cases

For artists and cultural professionals who have already signed their grant agreement, virtual or hybrid mobility will be financially supported if they are in a situation of *force majeure*, or serious personal circumstances such as:

- **Renewed national restrictions on freedom of movement related to COVID-19 or other health crises (or in case of infection);**
- **War/major political crisis;**
- **Natural disaster;**
- **Unexpected family obligations (pregnancy, death, major illness).**

In such cases, the grantee must contact the Culture Moves Europe team via the Goethe-Application Portal and an alternative will be agreed upon. Possible situations are:

- a. The mobility has begun, but has to be interrupted. In this case, the grantee will keep the grant and finish the project virtually. The grantee will have to prove that the project was completed (e.g. through screenshots, drawings, video recordings, papers, mappings, compositions, notes, texts, recommendations, online papers, etc.).
- b. The mobility has not begun, but the *force majeure* situation does not constitute a long-term impediment. In this case, the priority will be to reschedule the mobility to a later date (still within 1 year from the signature of the grant agreement).
- c. The mobility has not begun, but has become impossible/unsafe in the original destination, or with the original participants, of the application. In this case, priority will be given to finding a new international partner (organisation or individual) in another country, if possible.

If the mobility has not begun, cannot be rescheduled or moved to another destination (or implemented with another international partner (organisation or individual)) but can still be implemented online, then the grantee will be allowed to implement the mobility as a fully virtual mobility. In this case, the grant amount will be recalculated to 30% of the original amount.

## 6. End of the mobility project and Activity Report

In order to receive the final payment, the grantee must fill in a short **activity report within two weeks after the end of the mobility**.

This activity report has to include the following information:

- **Results:** the grantee will need to explain in what ways the results of the mobility matched their expectations (if they exceeded or fell below them) and to fill in a short questionnaire.
- **Provide proof of the mobility, project implementation and duration,** through tickets, pictures, social media posts, etc. (see bellow). Grantees will not be asked to send receipts of all their expenses unless they contribute to proving their stay abroad.

After submission of the activity report and verification from the Culture Moves Europe team, the grantee will receive the balance payment (25% of the mobility grant + top-ups). Payments will be made in Euros to the account mentioned in the grant agreement. If applicable, Culture Moves Europe will cover bank fees linked to the payment of the grant.

If the activity report has not been submitted within two weeks after the end of the mobility, Culture Moves Europe will ask for a reimbursement of the entire grant.

List of proofs (examples)	Compulsory
<b>Transport</b>	
Proof must be provided for both directions of travel: from the place of legal residence to the place of destination, and back to the place of residence <i>E.g. Train, bus, ferry tickets; boarding passes; petrol station receipts, etc.</i>	YES
<b>Daily expenses</b>	
Proof of the number of days spent abroad (hotel bookings, Airbnb, etc.); Transport tickets can also be a proof if they clearly indicate the dates.	YES
<b>Top-ups</b>	<b>if applicable</b>
Green top-up: transport tickets (train, bus, etc.) where the start and end points are clearly mentioned;  Proof must be provided for both directions of travel: from the place of legal residence to the place of destination, and back to the place of residence.	YES
Visa top-up: visa payment, stamped visa, letter of accepted visa, etc.	YES
OCT and OR's top-up: transport tickets (plane, ferry...) where the residence/destination is clearly mentioned.  Proof must be provided for both directions of travel: from the place of legal residence to the place of destination, and back to the place of residence	YES
<b>Project's successful implementation (physical and virtual mobility)</b>	
Attachments: videos, pictures, event programme, documents that provide an insight into the result of the mobility, etc.	YES
Activity on social media using the hashtags #culturemoveseurope #pushboundaries	NO

**Please note:** All grantees must keep all original supporting documents for audit purposes.

Unless specifically requested by the grantees for safety and security reasons, the visual materials (pictures, videos, etc.) may be used by the Culture Moves Europe, the Goethe-Institut and the European Commission, mentioning the © and the name of the grantee and/or the people holding the rights to the visual materials.

## 7. Publicity

### 7.1 By the grantee

Grantees receiving the financial mobility support must clearly acknowledge that Culture Moves Europe is a programme funded by the European Union in all publications or in conjunction with activities for which the financial mobility support is used.

In this respect, grantees receiving financial support are required to give prominence to the name and logo of the European Union on all their publications, posters, programmes and other products realised under the EU-financed project.

To do so, they must use:

- the text and the logo 'Funded by the European Union';
- a disclaimer – which they will obligatorily use – stating that the EU and the Goethe-Institut are not responsible for the views expressed in the publications and/or in conjunction with the activities for which the mobility support is used.

These elements will be provided by Culture Moves Europe once selected.

If this requirement is not fully complied with, the beneficiary's financial mobility support may be reduced in accordance with the provisions of the above-mentioned grant agreement.

Finally, they will also be encouraged to post on social media mentioning:

- Creative Europe Programme
  - Instagram: @creative.eu
  - Twitter: @europe\_creative
  - Facebook: Creative Europe
- Culture Moves Europe
  - Instagram: @culturemoveseurope
  - Twitter: @CultureMovesEU
  - Facebook: Culture Moves Europe
  - LinkedIn: Culture Moves Europe

### 7.2 By Culture Moves Europe

All information related to financial mobility support awarded in the course of a financial year may be published on the Creative Europe official website.

Culture Moves Europe will publish the following information on the successful applicants:

- country of residence;
- sector;
- amount received.

The European Commission will publish the name of the selected grantees on its website<sup>10</sup>. Grantees can request not publish their name for safety and security reasons.

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<sup>10</sup> [culture.ec.europa.eu/culture-moves-europe](https://culture.ec.europa.eu/culture-moves-europe)

## 8. 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 (EC) No 45/2001/21 on the protection of individuals 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, any personal data requested to evaluate the application in accordance with the specifications of the call for applications will be processed solely for that purpose by the Culture Moves Europe 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-publicprocurement-procedures\\_en](https://ec.europa.eu/info/funding-tenders/rules-public-procurement/data-protection-publicprocurement-procedures_en).

Selected applicants acknowledge and agree that Culture Moves Europe will make use of their personal data as well as of the images and videos from their mobility project for statistical and communication purposes.

### GETTING IN TOUCH WITH THE CULTURE MOVES EUROPE TEAM

The Culture Moves Europe team is available to answer questions relating to the content and modalities of the present call for applications:

#### **Online**

- Check the Frequently Asked Question (FAQ) section on the website for quick responses!
- Attend one of the 'Culture Moves Europe Question Time!' Sessions organised regularly online. Check the dates on social media (Culture Moves Europe)!

#### **By email**

- if you have a Goethe-Application Portal account, you can send a email directly from this [Goethe Application Portal \(GAP\)](#)
- to the generic email address: [culturemoveseurope@goethe.de](mailto:culturemoveseurope@goethe.de)
- contact the Creative Europe Desk in your country



# CULTURE MOVES EUROPE



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