



CULTURE MOVES EUROPE

Residency Action

Handbook for Residency Hosts

Guide for legal entities selected in the second
Call for Residency Hosts 2023/2024

Culture Moves Europe Handbook for Residency Hosts

The **Handbook for Residency Hosts** provides key information for you as a **selected host in the call for residency running from 16 October 2023 until 16 January 2024**.

It includes clarifications on the contractual relationship between the Goethe-Institut e.V. and your legal entity, as well as between your entity and the participating artists and cultural professionals (henceforth A&CPs).

The following documents are legally binding: the call for residency hosts; the handbook for residency hosts; the original application; the residency info card; and the grant agreement.

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1. Your Culture Moves Europe Residency Project

1.1. Contact with the Culture Moves Europe team

All communication and administrative requirements must be made **via your personal Goethe-Application Portal (GAP) account**, including:

- receiving and sending back the signed grant agreement;
- communicating with the Culture Moves Europe team;
- submitting the residency report and supporting documents.

The login details for your GAP account must be securely stored to assure access to the platform. In case of any doubt, please contact: culturemoveseuropa@goethe.de

1.2. Signature of the grant agreement

After the positive notification email from Culture Moves Europe, selected hosts need to sign a grant agreement.

The grant agreement is the contractually binding document between the selected hosts and the Goethe-Institut e.V. which includes key information such as the budget, the project duration and the details of the participating A&CPs.

Grant agreement: necessary steps	
Step 1 <i>Bank details</i>	Selected applicants will receive a second email to provide bank details: <ul style="list-style-type: none">○ the bank account must be the one of the legal entity;○ the bank cannot be an intermediary bank and must be based in a Creative Europe country.
Step 2 <i>Preparation of the grant agreement</i>	The Culture Moves Europe team will prepare the grant agreement. Priority will be given to mobility projects with the earliest start dates - which cannot be earlier than 5 April 2024 .
Step 3 <i>Signature of the grant agreement with the Goethe-Institut e.V.</i>	The selected applicants have 15 days to check the information, sign and send back the signed grant agreement via the Goethe-Application Portal. <ul style="list-style-type: none">○ If the grant agreement is not signed and sent back within that period, the Culture Moves Europe team considers this as an automatic rejection of the offer. Please note that <u>no reminder will be sent</u>.

Grant agreement: necessary steps	
Step 4: <i>Payment of the first instalment</i>	<p>After reception of the signed Grant Agreement, the Goethe-Institut e.V. processes the first instalment of the mobility grant.</p> <p>Due to legal constraints and depending on the country, payments can take slightly longer.</p>

Figure 1: Grant agreement, necessary steps

1.3. Implementation of the residency project

Residency project: implementation	
<i>Starting date of the residency project</i>	<p>The residency project can start only from the 5 April 2024, <u>and</u> not before receipt of the signed grant agreement from the selected hosts.</p> <ul style="list-style-type: none"> ○ Hosts have one year from the signature of the grant agreement by both parties to implement the residency project. The latest date for the residency project to be completed is 30 May 2025. ○ Hosts can adapt the dates of the residency project. ○ Participating A&CPs can leave their place of legal residence up to 15 days prior to the implementation of the residency project, and come back to their place of legal residence up to 15 days after the end of the residency project.
<i>Format of the mobility project</i>	<p>The implementation of the residency project must be uninterrupted. This means that it is not acceptable for the participating A&CPs to segment the implementation of the residency project into different periods, and/or go to other countries during the implementation of the project.</p>
<i>Role of the residency host</i>	<p>The host and the participating A&CPs must sign a participant agreement. More info in the section 3.2.</p> <p>The host must provide to the participating A&CPs:</p> <ul style="list-style-type: none"> ○ working spaces, with necessary equipment and material; ○ accommodation, with basic services (bed, bathroom, toilet, and kitchen), within or outside the residency premises; ○ mentorship; ○ the mobility grant (daily and travel allowance) and potential top-ups.

Figure 2: Residency project implementation

Participating A&CPs remain fully responsible for their own security and safety. Culture Moves Europe recommends the participating A&CPs to notify and register with their Embassy and obtain travel insurance before starting their mobility project. Culture Moves Europe does not offer additional support to cover this cost.

1.4. Changes to the residency project

When implementing a residency project, sometimes certain aspects of the project may change. However, amendments to the application or grant agreement are strictly limited, as the residency project has been approved based on expert assessment and selection by a Jury.

Possible changes to the project	
<i>Force majeure</i>	<p>An amendment to the grant agreement is required in cases of <i>force majeure</i> and serious personal circumstances, which are:</p> <p>Unforeseen exceptional circumstances beyond your control that prevent the fulfilling of the grant agreement, and thus the implementation of the project.</p> <ul style="list-style-type: none"> ○ It includes national restrictions on freedom of movement related to health crises, war/major political crises, and natural disasters. <p>The consequences of force majeure and serious personal circumstances are regulated in detail in the grant agreement.</p>
<i>Unavoidable changes due to an unforeseeable situation</i>	<p>If a change in the project is unavoidable and the reason for it was unforeseeable:</p> <ul style="list-style-type: none"> ○ Inform the Culture Moves Europe team as soon as possible through the Goethe-Application Portal: <ul style="list-style-type: none"> - unless it is impossible, the changes must be communicated before the start of the residency project; - the team can ask for an explanation of the situation and may request additional information; - the change request may be approved (and lead to an amendment to the grant agreement) or rejected by the team; - amendments take effect as per the date agreed by both parties or, if no date has been specified, as per the date on which the amended agreement enters into force. <p>A change in the residency project can lead to budget reduction or full reimbursement! The Culture Moves Europe team enforces any reductions and reimbursements with fairness and equal treatment to all selected hosts in mind.</p>

Figure 3: Possible changes to the project

1.5. End of the residency project: residency report

After completing the residency project, hosts must submit a residency report.

1.5.1 What is the residency report?

The residency report is a short questionnaire which must be filled in by the hosts after the residency project has taken place. This report includes:

- a set of questions about the project (host's and participating A&CPs' development and achievements, etc.);
- a set of documents to be uploaded proving the implementation of the project.

1.5.2. When and how to submit the residency report?

The residency report must be:

- submitted online on the Goethe-Application Portal;
- submitted within 30 days after the implementation of the residency project. All participating A&CPs must have returned from their place of legal residence.

1.5.3. What documents must be submitted in the residency report?

- To prove the implementation of the residency project, hosts must upload a set of documents (see figure 4).
- For audit purposes, hosts must keep all original proofs for 5 years.
- Each document must be named in the following way:
SURNAME_Name_type of proof

Mandatory documents to be provided in the residency report	
<i>Proof of the A&CPs participation</i>	○ Signed participant agreement(s) (between host and participating A&CPs).
	○ Proof of transportation from the place of legal residence of each A&CP to the residency project premises, and back to their place of legal residence. <ul style="list-style-type: none">- It must clearly indicate dates, names, place of departure and destination: e.g., tickets/boarding passes for arrival to and departure from the country where the residency project takes place, receipts, etc.
	○ Contact details and email address of participating A&CPs for surveys, obtaining the right to one's own image and other communication activities.

Mandatory documents to be provided in the residency report

<p><i>Proof of top-ups and disability support</i></p>	<ul style="list-style-type: none"> ○ <u>Green top-up</u>: round-trip tickets for travel via green means of transportation such as train, bus, ferry, car (with receipts for petrol etc.). Only airplane is not allowed. It is granted if: <ul style="list-style-type: none"> - both ways are completed through sustainable means of transportation from the participant's place of legal residence to the residency project premises, and back to their place of legal residence; - and only for distances of 600 km or more (one way). ○ <u>OCT/OR top-up</u>: round-trip tickets for travelling to and from OCT/ORs, clearly indicating names, place departure and place of destination. ○ <u>Visa top-up</u>: either proof of payment, stamped visa, or letter of acceptance. ○ <u>Family top-up</u>: Document proving that the participating A&CP has custody of a child below the age of 10 during the residency project. E.g birth certificate, family book, child's identity card, legal guardian's document, etc. ○ <u>Disability support</u>: Receipts for costs incurred for individual needs, according to the budget previously provided.
<p><i>Proof of implementation of the residency project</i></p>	<ul style="list-style-type: none"> ○ <u>Certificate of attendance from the participating A&CPs</u>: document signed by each participating A&CP attesting their participation in the residency project. The document must indicate: the name of the participant and the dates of project (see template in annex 2). ○ <u>Justification of hosting expenses</u>: 3 financial documents (invoices, receipts of expenses) justifying the hosting allowance. E.g. accommodation invoice, equipment rental, expert fees, employment contract/ staff timesheet, mini-van rental contract, etc. <hr/> <ul style="list-style-type: none"> ○ <u>5 pictures</u> that provide an insight into the development of the project: e.g. pictures of the activities organised with the A&CPs, of the A&CPs using the facilities, etc.

Figure 4: Mandatory documents to be provided in the residency report

The Culture Moves Europe team reserves the right to request additional documents, such as proof of grant payments from the host to the participating A&CPs, before approving the residency report.

1.5.4. Verification of the residency report and balance payment

After verification and approval of the residency report, the Goethe-Institut e.V. proceeds with the balance payment of the grant.

In case of changes and/or discrepancies between the grant agreement and the information provided in the residency report, **the Goethe-Institut e.V. will recalculate the overall mobility grant and adapt the balance payment accordingly.**

When not complying with the conditions mentioned in the grant agreement and its annexes, the hosts may be requested to reimburse undue received amounts.

2. Residency grant: calculation and payment

2.1. Calculation of the residency grant

The residency grant is calculated based on the number of participating A&CPs and the duration of the residency project.

The calculation is indicated in section 4.3 of the Call for Residency Hosts.

The residency grant is composed of three parts:

- A. the hosting allowance, for the hosts:** financial support given to the hosts to contribute to expenses related to the accommodation of the A&CPs and the implementation of the residency project.
- B. the mobility grant, for the participating A&CPs:** to be paid by the host to the participating A&CPs. It includes:
 - travel allowance to contribute to travel expenses from the place of legal residence to the place of the residency project, and back to the place of residence.
 - Daily allowance to contribute to subsistence costs and other expenses during the implementation of the residency project.
- C. the Top-ups and disability support, for the participating A&CPs:** to support the inclusion of people from various backgrounds and profiles, based on their individual needs. Regarding the disability support, the participating A&CP will communicate their needs directly to Culture Moves Europe.

2.2. Payment of the residency grant

Payments:	When?	What?
<i>First payment</i>	The payment is processed within 30 days <u>after</u> the Culture Moves Europe team receives the grant agreement signed by both parties.	<ul style="list-style-type: none"> ○ 60% of the hosting allowance. ○ 60% of the mobility grant. ○ 60% of the disability support (if applicable).
<i>Balance payment</i>	<p>The payment is processed 30 days after approval of the activity report (including the supporting documents), by the Culture Moves Europe team.</p> <p>In case of discrepancy between the grant agreement and the information in the activity report, the Culture Moves Europe team will recalculate the grant and reduce the balance payment accordingly.</p>	<ul style="list-style-type: none"> ○ 40% of hosting allowance. ○ 40% of the mobility grant ○ 40% of the disability support (if applicable). ○ 100% of the requested top-ups (if applicable).

Figure 5: Payments, when and what?

3. Relationship between Hosts and Participating A&CPs

3.1. Host's responsibilities towards the Participating A&CPs

As part of the grant agreement with the Goethe-Institut e.V., the hosts must provide, without any fees, the participating A&CPs with the following:

- working spaces, with necessary equipment and material;
- accommodation, with basic services (bed, bathroom, toilet, and kitchen), within or outside the residency premises;
- mentorship support;
- the mobility grant (daily and travel allowance) and potential top-ups;
- relevant information regarding issues of security and safety in the destination country, while encouraging them to notify and register with the Ministry of Foreign Affairs of their own country and obtain travel insurance before starting the residency project. The Goethe-Institut e.V. cannot provide any additional information in this regard.

Hosts are responsible for the following administrative topics:

- preparing the participant agreements (see section 3.2.);
- contacting the Culture Moves Europe team if something has to be changed in the project (see section 1.4.);
- collecting all necessary proof, including from the participating A&CPs, to fill in the residency report.

Hosts are not allowed to charge participating artists and cultural professionals any fees for registration, participation, or any services covered by the hosting allowance, such as accommodation, access to equipment/material and training/mentorship.

If relevant, the hosts can request reasonable contributions if they are taking care of catering/meals, and/or organising activities such as group meals or collective and local transportation.¹

3.2. Participant agreement

The host must have a participant agreement with each participating A&CP, in which the role and responsibility of both parties is defined, as well as the process and format of transferring the grant to the A&CPs.

There is no contractual relationship between the Goethe-Institut e.V. and the participating A&CPs.

¹ In this case, the Hosts must pay the whole amount calculated to each A&CP at first. If needed, the A&CP pays back these minor costs, either by bank transfer or cash.

3.2.1. Participant agreement: compulsory information

There is no formal template for the participant agreement. However, it must include the following information:

Information to be included in each participant agreement	
<i>Residency project duration and time spent in the residency</i>	<p>The host must clearly state the duration of the residency project, and it has to be the same as indicated in the grant agreement between the host and the Goethe-Institut e.V.</p> <p>The host must also indicate that each participating A&CP must spend at least 70% of their week at the host's premises developing the residency project.</p>
<i>Format and frequency of the grant payments</i>	<p>The host, in agreement with each participating A&CP, is free to decide:</p> <ul style="list-style-type: none"> ○ the way/format of the payments (bank transfer and/or by cash). ○ the process/frequencies of the payment, e.g., on a weekly or monthly basis; before and after the residency project (see section 3.2.3.).
<i>Grant amount</i>	<p>The host must include:</p> <ul style="list-style-type: none"> ○ the total amount of the grant to be transferred individually to the A&CPs; ○ the split per category, namely: <ul style="list-style-type: none"> - daily allowance; - travel allowance; - if applicable, top-ups (family, green, and OCT/OR, visa) and disability support.
<i>Possible dates of travelling</i>	<p>Participating A&CPs can leave their place of legal residence up to 15 days before the start of the residency project and go back to their place of legal residence a maximum of 15 days after the end of the residency project, depending on their needs, and in agreement with the hosts.</p> <p>If participating A&CPs request to stay at the residency premises outside the project implementation dates, hosts are not obliged to cover hosting costs or provide services. Nevertheless, both parties may come to an agreement.</p>

Figure 6: Information to be included in each participant agreement

3.2.2. Participant agreement: compulsory fees

Fees to be provided by the host to each participating A&CP	
<i>Daily allowance</i>	<ul style="list-style-type: none"> ○ This amounts to €25 per day. ○ Depending on the time the participants spent at the residency premises, and according to the duration of the residency project. ○ Does not support the days of traveling before and after the residency implementation dates.
<i>Travel allowance</i>	<ul style="list-style-type: none"> ○ Participating A&CPs are responsible for booking their own travel from their place of residence to the place of the residency project, and return travel to their place of residence. ○ Fee depends on the distance: <ul style="list-style-type: none"> - €350 for distances below 5.000 km. - €700 for distances from 5.000 km.
<i>Top-ups and disability support (if applicable)</i>	<ul style="list-style-type: none"> ○ Disability support: up to €75 per day for A&CPs whose disabilities affect their ability to carry out the mobility project; <ul style="list-style-type: none"> - exact budget to be agreed with the Culture Moves Europe team. ○ Family top-up: €100 for A&CPs with custody of children who are below the age of 10 during the residency project. Fixed amount regardless of the number of children. ○ Green mobility top-up: €350 for A&CPs who travel green (no airplane) from the place of legal residence to the residency project premises and back to the place of legal residence. Only applicable for travel distances of 600 km and above. ○ OCTs/ORs top-up: €150 for A&CPs travelling to or from an OCT/OR. ○ Visa top-up: €80 for expenses related to visa processes.

Figure 7: Fees to be provided by the host to each participating A&CP

3.2.3. Participant agreement: recommended payment tranches

The Goethe-Institut recommends to the host to proceed to the payments of the grant to their participating A&CPs in three tranches:

Recommended payment tranches to the participating A&CPs	
1. Before the start of the residency project	<ul style="list-style-type: none">○ 50% of the travel allowance;
2. During the residency project	<ul style="list-style-type: none">○ daily allowance paid on a weekly basis;○ 60% of the disability support (if applicable);
3. After the residency project, upon submission of relevant documents	<ul style="list-style-type: none">○ remaining 50% of the travel allowance;○ 100% of the top-ups (if applicable);○ remaining 40% of the disability support (if applicable).

Figure 8: Recommended payment tranches to the participating A&CPs

Important information:

The grant agreement, participant agreements and the proof requested at the end of the project must be aligned and match in terms of content and detail.

In case of changes and/or discrepancies between these documents, **the Goethe-Institut e.V. will have to recalculate the overall mobility grant and adapt the balance payment accordingly.**

When not complying with the conditions mentioned in the grant agreement and its annexes, the host may be requested to reimburse part, or all, of the grant amount.

For example: if a participating A&CP decides to leave the project earlier than agreed, the daily allowance of the artist and the hosting allowance will have to be recalculated and reduced.

4. Communication

4.1. By the host and the participating A&CPs

4.1.1. Use of logo and disclaimer

Hosts receiving a residency grant **must clearly acknowledge that their residency project is supported by Culture Moves Europe, a project funded by the European Union.** This should be visible in activities for which the grant is used, such as publications, posters, programmes and other products realised under the EU-financed residency project.

How? Hosts must use the following elements, provided separately by the Culture Moves Europe team:

- the text and logos of 'Funded by the European Union' and the Goethe-Institut in their main publications;
- the following disclaimer, to be used in main publications: 'This work was produced with the financial assistance of the European Union. The views expressed herein can in no way be taken to reflect the official opinion of the European Union'.

If this requirement is not fulfilled, the residency grant can be reduced in accordance with the provisions of the above-mentioned grant agreement.

4.1.2. Use of social media channels

If hosts and/or participating A&CPs use social media, please tag and use the Culture Moves Europe and Creative Europe hashtags.

Culture Moves Europe is on [Instagram](#), [Facebook](#), [LinkedIn](#), [Twitter/X](#) and [Youtube](#).

Hashtags to be used: #CultureMovesEurope; #PushBoundaries #CreativeEurope

4.1.3. Taking pictures

Hosts and participating A&CPs posting nice pictures might be chosen to be shared on Culture Moves Europe social media if they tag Culture Moves Europe and use the hashtags.

It is essential to respect the privacy rights of everyone: anyone recognizable in photographs must have given explicit consent for the use of their image.

4.2. By the Goethe-Institut e.V. and the European Commission

Upon formal agreement between the host and the Goethe-Institut/European Commission, the visual materials (pictures, videos, etc.) may be used by Culture Moves Europe, the Goethe-Institut and the European Commission, mentioning the credit ©, the name of the host and/or the people with the rights of the visual materials.

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

GETTING IN TOUCH WITH THE CULTURE MOVES EUROPE TEAM

The Culture Moves Europe team is available to answer questions relating to the content and conditions of the Residency Action and your residency project:

Online

- Check the Frequently Asked Question (FAQ) section on the website.
- Join one of the '*Culture Moves Europe Info Session for Selected Hosts, organised to take place after the assessment process, to answer all your questions.*

By email

- via your personal account on the [Goethe-Application Portal](#) [↗]
- in case of technical issues: culturemoveeurope@goethe.de [↗]

Document accessibility

If you experience any accessibility challenges with this document, please contact the team at culturemoveeurope@goethe.de [↗]

Annex 1: Glossary

Applicant: The legal entity applying to receive and handle a residency grant and implement a residency project.

A&CPs: Artists and cultural professionals.

Artistic and creative portfolio: document focusing on the creative and artistic work of participating A&CPs. It includes examples of personal creations, projects, ideas, etc.

Beneficiaries: The hosts who receive a Culture Moves Europe residency grant to invite and host A&CPs.

Creative Europe countries: Albania, Austria, Armenia, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Tunisia, and Ukraine.

Creative Europe programme: European funding programme that supports the cultural and creative sectors. More information available on the [Creative Europe website](#).

Curriculum Vitae (CV): one/two-page document with a summary of personal information and contact details, relevant education and professional experience.

Disability support: additional financial support for grantees whose disability affects their ability to carry out a mobility project. The budget is agreed with the Culture Moves Europe team, based on individual needs and can amount to up to €75 per day.

Family top-up: additional financial support of 100 euros to support A&CPs with custody of children below the age of 10 during the mobility project and regardless of the number of children.

Force majeure and serious personal circumstances: unforeseen exceptional circumstances beyond the grantee's control that prevent the grantee from fulfilling the grant agreement, and thus the implementation of the project. It includes national restrictions on freedom of movement related to health crises, war/major political crises, and natural disasters.

Goethe-Application Portal (GAP): online platform of the Goethe-Institut e.V. in which applicants must submit their application, the residency info card and residency report, and can connect with the Culture Moves Europe team, etc.

Goethe-Institut e.V.: organisation in charge of implementing the Culture Moves Europe project from 2022 until 2025. All processes (including payments) and tools are developed and implemented by the Goethe-Institut e.V., in agreement with the European Commission.

Guide for Residency Hosts: legally binding document compiling information for selected hosts from the preparation of the project until the reporting phase, including regarding the relationship with participating A&CPs and communication rules.

Green mobility top-up: additional financial support of 350 euros to encourage A&CPs to opt for sustainable ways of travelling, to compensate for additional costs and time. It includes all means of transportation except airplane. Both outward and return journeys must be undertaken using sustainable transport methods, and the distance between the place of residence and the destination must be 600km or more.

Grant agreement: legally binding contract between the Goethe-Institut e.V. and the selected hosts which includes, among other elements, expected results, payments processes, and the budget.

Host: Successful applicant who receives a residency grant.

Individual Mobility Action: one of the two action lines of Culture Moves Europe, together with the Residency Action, targeting individuals and groups of up to 5 members.

Hosting coordinator*: The main person of contact, from the host party, with the Culture Moves Europe team, from the application phase through to the reporting of the residency project after it has taken place.

Legal representative*: The person responsible for signing all official documents, such as the declaration of honour and the grant agreement. This person is legally responsible and liable towards the European Commission and the Goethe-Institut e.V. and has the power to represent the entity.

Mentor*: The person associated to the host (staff member or collaborator) who provides feedback and guidance to the participating A&CPs during the implementation and development of their residency project.

Non-formal learning: 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 [read this Recommendation of the Council of the EU](#).

Outermost Regions (OR): EU member States that have part of their territory located in areas of the globe that are remote from Europe. It includes French Guiana (France), Guadeloupe (France), Martinique (France), Mayotte (France), Reunion Island (France), Saint-Martin (France), Azores (Portugal), Madeira (Portugal), Canary Islands (Spain).

Overseas Countries and Territories (OCT): 13 islands that are not sovereign countries but depend to varying degrees on the three Member States with which they maintain special links, namely Denmark, France and the Netherlands. It includes: 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).

OCT/OR top-up: additional financial support of 150 euros to support A&CPs whose place of residence and/or place of destination is an OCT or an OR, to compensate for additional costs.

Participant agreement: legal document which includes mutual expectations, payments between the host and each artist or cultural professional participating in the residency project.

Residency Action: One of Culture Moves Europe's two action lines that, distinct from the Individual Mobility Action, is focused on targeting residency hosts.

Residency grant: the total amount that the host receives. It includes hosting allowance, travel allowance, daily allowance, and top-ups (if applicable). The residency grant must be split between the hosts and the participating A&CPs.

Residency info card: The online form where selected hosts provide detailed information about their selected A&CPs. This form must be submitted before signing the grant agreement, as it provides the basis for calculating the exact amount of the residency grant and finalising the grant agreement.

Residency project: The residency project presented by the applicant, in the application form, is the general framework within which the A&CPs from Creative Europe countries will take part.

Top-ups: additional funding a grantee can receive based on their personal situation and individual needs. These are a fixed amount and are not based on real costs. The four top-ups are: green mobility top-up, OCT top-up, visa top-up and family top-up.

Travel allowance: this is the fee allocated to each A&CP to organise the travel from the place of legal residence (city, country) to the place where the residency is taking place, and then back to the place of residence. It is 350 or 700 euros depending on the distance and can be complemented by top-ups depending on each A&CP's individual situation.

Visa top-up: additional financial support of 80 euros to support A&CPs with expenses connected to a visa application.

*The hosting coordinator, legal representative and mentor can be the same person, with 3 roles.

Annex 2: Certificate of Attendance

Your logo (if applicable)
Name of the legal entity
Address of the legal entity

I, undersigned _____ (NAME and Surname of the participant), residing in _____ (city, country), confirm that I participated in the residency project implemented by _____ (host/legal entity), from _____ (first day of my participation) to _____ (last day of participation).

I declared that I have received a part of the mobility grant and the host will transfer the remaining part (if applicable).

I agree to be contacted by the Goethe-Institut e.V. for further information, if necessary.

_____ (NAME and Surname of the participant)

_____ (signature of the participant)

_____ (place, date)

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