



Creative Europe Programme (CREA)

Call for proposals

FLIP (FINANCE, INNOVATION, LEARNING AND PATENTING/IPR) POLICY
PROJECT GRANT
(CREA-(Culture), EAC/S11/2022)



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR EDUCATION, YOUTH, SPORT AND CULTURE
Culture, Creativity and Sport
Cultural Policy

CALL FOR PROPOSALS

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0. Introduction

This is a call for proposals for EU **action grants** in the field of Cultural and Creative sectors and Industries (CCSIs) under the **Creative Europe Programme**.

The regulatory framework for this EU Funding Programme is set out in:

- Regulation 2018/1046 ([EU Financial Regulation](#))
- the basic act (Creative Europe Regulation [2021/818](#)¹)

The call is launched in accordance with the 2023 Work Programme² and will be managed by the **European Commission (DG EAC)**.

We invite you to read the **call documentation** on the carefully, and in particular this Call Document, the Model Grant Agreement, the [EU Funding & Tenders Portal Online Manual](#).

These documents provide clarifications and answers to questions you may have when preparing your application:

- the [Call Document](#) outlines the:
 - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)
 - timetable and available budget (sections 3 and 4)
 - admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)
 - criteria for financial and operational capacity and exclusion (section 7)
 - evaluation and award procedure (section 8)
 - award criteria (section 9)
 - legal and financial set-up of the Grant Agreements (section 10)
 - how to submit an application (section 11)
- the [Call Document](#) includes the following annexes:
 - Annex I Model Application Form
 - Annex II Model Grant Agreement (MGA)
 - Annex III Financial Capacity Check Methodology (FCC)

You are also encouraged to visit the [Creative Europe Project Results](#) website to consult the list of projects funded previously.

¹ Regulation (EU) 2021/818 of the European Parliament and of the Council of 20 May 2021 establishing the Creative Europe Programme (2021 to 2027) (OJ L 189, 28.5.2021, p. 34).

² Commission Implementing Decision C(2022) 6138 final of 31.08.2022 concerning the adoption of the work programme for 2021-2023 and the financing decision for the implementation of the Creative Europe Programme, p.31, https://culture.ec.europa.eu/sites/default/files/2022-08/creative-europe-work-programme-amendment-2122_C2022_6138.pdf

1. Background

Cultural and creative sectors and industries (CCSIs) have been facing a series of challenges due to crisis situations and working conditions' transformations. Access to finance and the use of intellectual property rights, innovation, new ways of learning and collaborating with creative hubs and other « third places » have become important for institutions like schools, and are key enabling factors for the CCSIs today. Precarious working conditions of artists and creative professionals remain a major challenge; so are the greening of CCSIs, sustainability, gender equality and participatory governance, among others.

In recent years, EU policy action in the field culture has been guided by the priorities defined in strategic documents, especially the Commission's European Agendas for Culture³, the European Framework for Action on Cultural Heritage⁴ and the Joint Communication "Towards an EU strategy for international cultural relations"⁵, on the one hand, and the multiannual Council Work Plans for Culture, on the other hand.

The importance of Cultural and creative industries has been acknowledged in different policy documents as well as in different European Parliament Resolutions, such as the 2016 Resolution on a coherent EU policy for cultural and creative industries. The resolution stresses the importance of cultural and creative industries in the economy and job creation, in promoting and preserving cultural diversity, strengthening social cohesion, and increasing Europe's attractiveness internationally. CCSIs play a key role in re-industrialising Europe, and trigger innovation spillovers in many other sectors, from manufacturing to education or social inclusion. From an ecosystem perspective, the CCSIs have been identified as one of the fourteen industrial ecosystems in the 2020 New Industrial Strategy⁶; their scope has been further defined in the Annual Single Market report 2021⁷.

Since early 2020, due to the devastating impact of the coronavirus pandemic on culture, which has exacerbated the challenges faced by the CCSI - particularly the living and working conditions of artists and cultural professionals - public authorities, with their cultural policies, have focused primarily on alleviating the consequences of the crisis and on supporting the sectors' recovery. Targeted measures have been taken at national and EU level. The importance of the topic of the status and working conditions of artists and cultural and creative professionals has been raised by artists and CCS stakeholders, as well as by the European Parliament in resolutions and calls for an "EU framework for artists and creative workers". The Work Plan for Culture 2019-2022 adopted by the Council of the European Union also included this topic. Additionally, the European Commission issued an EU study⁸ at the end of 2020, launched a "Voices of Culture" civil society group (2021), and coordinated an Open Method of Coordination working group composed of experts from EU Member States' Ministries of Culture and Employment or Social Affairs (2023). Further activities are foreseen in the new EU Work Plan for Culture 2023-2026; thematic workshops, as well as an online platform about the working conditions of artists and creative professionals, which will be based on data gathered by the OMC group.

³ <https://op.europa.eu/en/publication-detail/-/publication/e71bae85-0f09-4f6a-beff-cef8c3632294/language-en;https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:52018DC0267&from=EN>

⁴ <https://data.europa.eu/doi/10.2766/949707>

⁵ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=JOIN%3a2016%3a29%3aFIN&msclid=86711ff5a5d611ec93dd519c735f65d4>

⁶ EUR-Lex - 52021DC0350 - EN - EUR-Lex (europa.eu)

⁷ <https://op.europa.eu/en/publication-detail/-/publication/6355326c-ae95-11eb-9767-01aa75ed71a1>

⁸ <https://ec.europa.eu/culture/news/study-artists-working-conditions-published>

The **twin transition** towards the **green** and the **digital** transformations are the main challenges faced by CCSIs. The European Commission issued a report⁹ on the cultural dimension of sustainable development in EU actions in 2022. OMC groups and Voices of Culture Dialogues were also held on the subject, and a study on Greening the Creative Europe Programme¹⁰ was published. In the framework of the new Work Plan for Culture 2023-2026, two new actions are foreseen to tackle the specific need to assess and reinforce the CCS's capacity to contribute to the green deal with a view to energy efficiency and performance. An OMC group on this topic will be launched in early 2024, anticipated by a Voices of Culture structured dialogue and report from civil society cultural actors that is expected to be published in Autumn 2023.

The **High-level Roundtables**¹¹ on Cultural and Creative Sectors and Industries' ecosystems also pointed out challenges for the sectors, such as enhancing sustainability for CCSIs; cross-sectoral innovation and cultural and creative ecosystems support; bringing less connected EU regions and countries to the ecosystem and the regional, local dimensions of CCSIs, as well as new technologies and digital skills and new ways to reach audiences.

In recent years, CCSIs have received more attention with respect to both policies and funding, also thanks to the previous rounds of pilot projects, the preparatory action "FLIP (Finance, Learning, Innovation and Patenting) for CCSIs", and the visibility and awareness they helped raise.

The **2023 Annual Work Programme for the implementation of the Creative Europe Programme**¹² for the allocation of grants in the Culture Strand refers to "Finance, Learning, Innovation and Patenting/IPR for Cultural and Creative sectors and Industries (CCSIs)" and foresees the launch of a call for proposals granting EUR 1 050 000 over the period 2023-2025.

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

2.1 Objectives

Building upon the results of the European Parliament's pilot project and the preparatory action FLIP (Finance, Learning, Innovation, and Patenting/IPR), the objective of this call is to elaborate common responses to challenges faced by CCSIs professionals, to support the pooling of information, to test innovative approaches, and to closely link the sectors to policymaking via joint workshops and other activities. FLIP topics, i.e., Finance, Learning, Innovation and Patenting/intellectual property rights (IPR) including Creative Commons should be further developed. An important objective of the call is to enhance EU actions on CCSIs, in particular also CCSIs-targeted actions for Ukraine, crisis reaction and resilience. In addition, throughout the project, particular attention should be paid to vulnerable groups such as the young and women, as well as peripheric countries, remote regions and socio-economically disadvantaged areas. Links to the Cultural and Creative Sectors and Industries Ecosystems and the 2023 high-level CCSIs Roundtables, the New European Bauhaus, the European Green Deal, the EU Pact for Skills, Creative Skills Partnership for CCSIs, and other relevant policy initiative should be made by the project.

⁹ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=COM:2022:709:FIN>

¹⁰ How Creative Europe aims to go green | Culture and Creativity (europa.eu)

¹¹ <https://culture.ec.europa.eu/news/commissioner-gabriel-hosts-first-roundtable-with-representatives-of-the-cultural-and-creative-sectors> and <https://culture.ec.europa.eu/news/commission-wraps-up-roundtable-meetings-with-cultural-and-creative-sectors>

¹² https://culture.ec.europa.eu/sites/default/files/2022-08/creative-europe-work-programme-amendment-2122_C2022_6138.pdf, p.31

The present action will build on the achievements of the previous FLIP pilot projects/preparatory action. The main objective of this action is to organise activities in the areas of Financing, Learning, Innovation and Patenting/IPR for the cultural and creative sectors. The objective of the action is also to work in a truly cross-sectoral manner between different project components.

Considering the pandemic and other crisis situations, the objective of this action is also to look for answers on how to make CCSIs more resilient. The objective of the present action is also to contribute to a better skills development of CCSIs, and to encourage connections of creative industries and "third places", such as creative hubs, makerspaces, fablabs, cultural centres, community centres, and traditional sectors/enterprises and schools with a view to creating new collaborations and employment opportunities in a cross-sectoral way.

The specific objectives of this call for proposals are listed and described in point 2.4 below.

2.2 Project

The grant agreement resulting from this call for proposals will be assigned to one single project.

The purpose of this call is to select an organisation that will co-ordinate and organise different activities with cultural and creative professionals and entrepreneurs, in particular small and medium-sized enterprises (SMEs) and micro-enterprises, as well as other stakeholders.

2.3. Beneficiaries

Proposals should contain information as to the planned beneficiaries of the action, who must be cultural and creative professionals and entrepreneurs, as well as other stakeholders active in the cultural and creative sectors.

Applicants should describe how they plan to engage with the relevant actors, and describe how they will mitigate the risk of lack of incentives for relevant actors, the CCSIs and other stakeholders.

2.4 Themes and priorities

The proposal should as a minimum include the following 4 themes (1-4) including skills enhancement, testing of innovative approaches, as well as valuing and defending intellectual property produced by CCSIs:

THEMES: Finance, Learning, Innovation and Patenting/IPR

1- FINANCE

Specific objective n°1 in the field of Finance: Recommendations on resilience of CCSIs

Cultural and creative sectors and industries are vulnerable and disproportionately affected by crisis situations, as well as in their responses in terms of resilience. Particularly vulnerable groups are the young and women and their job situations. Peripheral countries, remote regions as well as socio-economically disadvantaged areas also deserve specific attention. Another important topic which can help CCSIs in becoming more resilient and sustainable is cross-sectoral cooperation and innovation, also with sectors outside of the cultural and creative ecosystem (e.g., cooperation of CCSIs with the health sector, the metaverse linking to gaming, fashion, and other relevant sectors).

Applicants should describe how they will gather information about the above-mentioned issues. To gather findings and recommendations, a short literature review, as well as interviews/surveys, thematic workshops, communities of practice, and other tools should be used, involving existing networks and communities, making sure that representatives in particular also of peripheral countries and regions are actively involved.

Specific objective n°2 in the field of Finance: Improvement of online tools

A particular focus should be on building on existing online tools (i.e., the CreativesUnite platform¹³) for helping cultural and creative sector professionals find funding and mobility opportunities. Particular attention should be given to promote regularly the existing webtool, on how to attract visitors to specific sections, for example by uploading practically oriented video content for CCS professionals with talks about CCSIs financing issues of EU-wide relevance.

FLIP-4 will use the recommendations in particular of the OMC report “Access to Finance for CCS”, as well as other relevant EU policy documents, such as the EU Work Plan for Culture to further help advance policymaking. Applicants should describe how the project will build on previous achievements, complement them and - in consultation with cultural and creative sectors, and other relevant actors at EU, national, regional, local levels - help sustain and develop the CCSIs.

Specific objective n°3 in the field of Finance: Searchable good practice cases

Inspired by the good practice cases of the Culture for Cities and Regions/Heritage in Action projects¹⁴, good practice cases (1-pager) geographically and thematically balanced covering CCSI-financing should be elaborated, considering also updated case studies presented in the OMC report on Access to Finance for CCS, as well as taking into account actions financed under EU programmes. These case studies should then be tagged and grouped into different thematic and geographical categories in an online tool, easily searchable by topic, country, and other criteria.

2 – LEARNING (including Skills and Working conditions)

Vulnerable groups such as the young and women, as well as peripheric countries, remote regions and socio-economically disadvantaged areas are of particular importance with respect to learning and skills. This dimension should be taken into account in the project activities wherever possible. As the crisis situations have shown, for the cultural and creative sectors to continue to function, they need to have the right working conditions, skills enhancement measures, and be able to network among themselves to operate in an ecosystem approach.

Specific objective n°1 in the field of learning: Cross-sectoral innovation through peer learning

The current FLIP-4 will continue with previous actions, and will identify, prototype, and test innovative approaches via a participatory peer learning method. Good practice examples will be collected and shared via practical and appealing visual material.

¹³ Creatives Unite

¹⁴ <https://culturalheritageinaction.eu/>

Linked to crises as well as to the ecological and digital transitions, innovation for mobility and peer learning activities remain important, also with respect to today's challenges towards the digital transition and artificial intelligence.

Applicants should explain their ideas for different forms of innovation of peer learning and mobility actions. A peer-to-peer exchange programme between creative hubs and other partners, in particular schools, as well as players in the field of high-tech, metaverse, gaming, fashion, and the like in a cross-sectoral way. Applicants should describe concrete actions, such as workshops aiming at connecting CCSIs, creative hubs, makerspaces or fablabs with schools, apprenticeships, and other places.

Applicants will explain how they will link up to existing EU projects in this field - such as the Innovation Labs or other relevant EU projects - to policymakers at different levels (EU, national, regional, local), and to the cultural and creative sectors in co-creative policymaking, by building on previous peer learning experiences - such as previous FLIP phases, and other projects funded under Creative Europe and pilot projects/preparatory actions.

Specific objective n°2 in the field of learning: Schools and sustainable fashion

Following the experiences with previous phases of FLIP with organising Learning Labs between schools and creative hubs and fablabs, new Learning Labs will be organised specifically on the topic of sustainable fashion.

Good practice examples will be collected and shared via practical and appealing visual material. Applicants should describe concrete actions, such as workshops aiming at connecting CCSIs, creative hubs, makerspaces or fablabs with schools, apprenticeships and other places.

Applicants will explain how they will link up with existing similar initiatives, such as the EU WORTH Partnership project, and other relevant EU projects - the EIT KIC (Knowledge and Innovation Communities), EU networks in the field of fashion, as well as policymakers and cultural and creative sectors.

Specific objective n°3 in the field of Learning: Improvement of CCSI working conditions sharing platform

FLIP-4 will use the recommendations, in particular of the OMC report "Status and working conditions of artists and cultural and creative professionals", as well as other relevant EU policy documents, such as the EU Work Plan for Culture.

Applicants should describe how they intend to further develop the online sharing platform on artists' and creative professionals' working conditions in cooperation with social partners and other relevant CCS networks, organise relevant workshops, search for relevant data, and develop a sustainable method for keeping the platform updated and relevant.

Specific objective n°4 in the field of Learning: CCSI-Recommendations

Applicants will explain how the issue of precarity and free-lancing in CCSIs could be tackled, building upon the work done at the EU-level on artists' working conditions, as well as by the creative hubs community on new forms of work. Applicants should describe how they intend to gather feedback from the sector, also through the organisation of thematic workshops, communities of practice, surveys or other, and how they intend to address innovative approaches in CCSIs, new forms of work, precarity and the working conditions in CCS, and present the final output in a written form.

Specific objective n°5 in the field of Learning: Searchable good practice cases

Inspired by the good practice cases of the Culture for Cities and Regions/Heritage in Action projects¹⁵, good practice cases (1-pager) in the field of CCSI-Learning should be elaborated, considering also actions financed under EU programmes, such as Erasmus+ or Creative Europe. These case studies should then be tagged and grouped into different thematic and geographical categories in an online tool, easily searchable by topic, country, and other criteria. Vulnerable groups such as the young and women, as well as peripheric countries, remote regions and socio-economically disadvantaged areas are of particular importance when selecting the good practice cases.

3- INNOVATION: TESTING OF INNOVATIVE APPROACHES**Specific objective n°1 in the field of Innovation: proposals for overcoming the CCSI ecosystem fragmentation**

Applicants should describe how they propose to strengthen and overcome the fragmentation of the cultural and creative ecosystem, and identify a new specific community-enhancing action, in synergy with the CreativesUnite platform. In close consultation with the European Commission, relevant projects and platforms, as well as CCS actors, the applicants should explain how they intend to consult and organise CCSI ecosystems workshops to overcome fragmentation of the sectors, and how they intend to consult and prepare a paper. Specific links to the EIT KIC "Culture & Creativity", namely the KIC Engagement Forum, the KIC Policy Club, and cross-sectoral programmes like STARTS and EKIP¹⁶ - the "European Cultural and Creative Sectors and Industries Policy Platform" - are of particular relevance in this context. Case studies (1-pager) should be produced and added to the searchable online tool.

Specific objective n°2 in the field of Innovation: Online repository of good practices on sustainability and greening practices of CCSIs

Cultural and creative sectors and industries are facing the challenge to make their sectors fit for the green transition and to promote sustainable practices. Available studies, handbooks, reports, conferences, talks, etc. on CCSIs and greening/sustainability should be available via an online tool. Good practice cases (1-pager) in the field of CCSIs-greening/sustainability should be elaborated, considering also updated case studies introduced in the OMC report "Stormy Times: Humans and Nature. Cultural courage for change", the European Commission's Action Plan on the cultural dimension of sustainable development, the EU Study "Greening the Creative Europe", the Voices Of Culture group on "Culture and Creative Sectors and Industries driving Green Transition and facing the Energy Crisis", the upcoming OMC group on Greening the cultural and creative sectors, as well as taking into account actions financed under EU programmes, such as "Perform Europe/ making touring more sustainable" and others. These case studies should be tagged and grouped into different thematic and geographical categories in an online tool, easily searchable by topic, country, and other criteria.

¹⁵ <https://culturalheritageinaction.eu/case-studies/>

¹⁶ <http://ekipengine.eu/>

Specific objective n°3 in the field of Innovation: Online repository of good practice examples of regional/local authorities & cultural/creative organisations

To better connect CCSIs and actions at regional/local authorities and cultural organisations, a mapping of good practice examples and the building of an online interactive map should be elaborated. Particular attention should be given to less well-connected EU countries and regions and socio-economically disadvantaged areas and lessons to learn.

Case studies, bringing together and highlighting existing case studies, in particular the EU projects "Culture for Cities and Regions", "Cultural Heritage in Action", Eurocities, "Cultural and Creatives Spaces and Cities", case studies assembled via the OMCs, Voices of Culture and other EU-wide expert groups, Regional Clusters (RICC, ERRIN, ECoCs, S3- Smart Specialisation Platform, and others) should be sought. Inspired by the good practice cases of the Culture for Cities and Regions/ Heritage in Action projects, good practice cases (1-pager) in the field of CCSIs-Innovation should be elaborated, taking into account also updated case studies introduced in the OMC report on "Public Policies for Innovation and Entrepreneurship for CCS", as well as other relevant OMC reports, and other actions financed under EU programmes. These case studies should then be tagged and grouped into different thematic and geographical categories in an online tool, easily searchable by topic, country, and other criteria.

Specific objective n°4 in the field of Innovation: Collaborative Transformation Policies

Applicants should describe how they propose to work with Collaborative Transformation Policies for the cultural and creative sectors. Linked to the EU Foresight scenarios, topics should be further explored in particular on the following three challenges linked to CCSIs: democracy, digital, and green transition. Theoretical work should be closely linked to practical, on-the-ground information, and include policymakers also from EU Member States. Good practice cases should be elaborated for each of the challenges in a multi-level way (local-regional-EU-level). As an outcome, inspired by the good practice cases of the Culture for Cities and Regions/ Heritage in Action projects, case studies should be elaborated. These case studies should then be tagged and grouped into different thematic and geographical categories in an online tool, easily searchable by topic or country.

Specific objective n°5 in the field of testing of innovative approaches: Recommendations for CCSI policymaking

Innovation with respect to transformational collaborations involving cultural and creative sectors and cultural governance is another topic of interest. Inspirational practices on arts-based, as well as governance/policy methods and practices for transformation should be further developed.

Applicants should describe how they could link to existing relevant EU projects funded under Creative Europe, Horizon, Erasmus+ and other relevant programmes. They should also link with EU innovation communities or build their own community of practice, and link up with the EIT-KIC "Culture and Creativity", EIT Innovation Labs, the CCSI Roundtables, Living Labs, JRC Policy Labs, European Creative Hubs Network, Open Innovation Communities, Pan-European network of Digital Innovation Hubs, and the like.

FLIP-4 will use the recommendations in particular of the OMC report "Public Policies for Innovation and Entrepreneurship in CCS", as well as other relevant

EU policy documents, such as the EU Work Plan for Culture to further help advance policymaking. Applicants should describe how the project will build on previous achievements, complement them and, in consultation with cultural and creative sectors, the European Parliament, the European Commission and other actors at national/regional/local levels prepare proposals with a view to adopting future actions/basic acts for sustaining and developing CCSIs.

4- IPR: VALUING AND DEFENDING INTELLECTUAL PROPERTY PRODUCED BY CCSIs

Specific objective n°1 in the field of IPR: improvement of existing information and IT tool

Building on the findings of previous FLIP projects concerning patenting for CCSIs and intellectual property rights (IPR), applicants should describe how they intend to further improve the information and practical advice available for CCS professionals concerning IPR. They should explain in detail how they intend to build upon and improve the IP-tool developed in the previous phase. Particular attention should be given to promote in a regular way the existing IP-webtool, how to attract visitors to the specific section, for example by uploading practically oriented video content for cultural and creative professionals with talks about IP-issues of EU-wide relevance.

Applicants should also explain how they intend to reach out to new relevant stakeholders concerning the use of IPR and awareness-raising of the general public.

Specific objective n°2 in the field of IPR: CCSIs and schools

Activities linking schools and third spaces, such as creative hubs, makerspaces, fablabs, etc. were developed in previous project phases “Learning Labs¹⁷”. Applicants will describe how these activities could be taken up and enlarged to include IP awareness-raising among the youth. Young people are often not aware of the importance of IPR protection as a tool for incentivising creation and making a sustainable living for cultural and creative professionals. Applicants will describe how they plan on bringing professionals and creatives active in the above-mentioned third spaces to schools to communicate and raise awareness about the role and the importance of IPR protection in the CCSIs via activities, which may include the organisation of thematic workshops and communities of practice.

Such activities should also include gamification activities involving schools and makers communities and reaching out to new players. Applicants will also describe which existing toolkits - such as the ones developed by the EUIPO (European Intellectual Property Office) - and other material they intend to use, and what additional tools they intend to produce for scaling up and further use.

Specific objective n°3 in the field of IPR: Searchable good practice cases

Inspired by the good practice cases of the Culture for Cities and Regions/Heritage in Action projects, good practice cases (1-pager) in the field of CCSI-IPR should be elaborated, considering also updated case studies introduced in the OMC report on “Public Policies for Innovation and Entrepreneurship for CCS”, as well as taking into account actions financed under EU programmes. These case studies should then be tagged and grouped into different thematic and

¹⁷ <http://creativeflip.creativehubs.net/learning-labs/>

geographical categories in an online tool, easily searchable by topic, country, and other criteria.

Specific objective n°4 in the field of IPR: Innovative IP-related approaches

Several innovative approaches affecting the use of IPR for CCSIs have emerged in recent times, and it is important to gain a better insight into them, also on the basis of good practice cases. Applicants should make a proposal, explaining how they intend to explore and collect good practice cases (also through thematic workshops and communities of practice) on the following topics:

- the potential of IP-related tools using AI (artificial intelligence) for CCSIs;
- open licensing models and CCSIs (e.g., Creative Commons);
- new approaches to capture the flow of IPR, revenues and increase access to finance for CCSIs via IPR;
- other relevant innovative practices that applicants may consider relevant for CCSIs based on their knowledge and/or practical experience.

Applicants will describe how they will present and disseminate the good practice cases collected for wider use by relevant players in the CCSs community and beyond.

2.5 Activities that can be funded (scope)

The following activities will be eligible, *inter alia*:

- Peer exchanges, learning labs, community partnering activities and linking different actors, such as creative hubs and their communities, schools, fablabs, cultural centres, refugee centres, as well as local/regional authorities;
- Organisation of conferences, workshops, seminars, study visits, meetings;
- Training and skills development activities;
- Outreach and communication activities, webpage/platform, social media;
- Actions aiming at exchanges of good practices, guidelines, recommendations, manuals, reports, surveys.

2.6 Expected impact

The expected impact of the project is:

- Improved common responses to challenges faced by the cultural and creative sectors' professionals;
- Increased available information on cultural and creative sectors crisis-response initiatives;
- Strengthened trans-national and cross sectoral cooperation within the cultural and creative sectors and other stakeholders;
- Development and testing of innovative approaches, closer links of cultural and

creative sectors to policymaking and funding programmes and increased synergies;

- Enhanced cultural and creative education, access to finance, skills and readiness for the job market for CCSIs;
- Enhanced exchanges of experience, peer learning, skills development and practical testing and cooperation opportunities;
- Availability and easy access to good practice-cases related to cultural and creative sectors and industries, searchable via an online tool;
- Improved statistics and data on CCSIs, as well as qualitative data;
- Recommendations to further policymaking at EU, national, regional and local levels.

The expected outputs of the project are:

1. First steps report

At the beginning of the project (to be ready before the 1st project meeting), a short paper concerning the planned activities should be provided, together with a provisional timetable (with dates) for the upcoming activities over the first 6 months.

The paper should also include a short description (2-5 pages) of how the project will coordinate its upcoming activities, and exploit synergies with previous FLIP projects.

2. Organisation of thematic workshops, networking activities, skills development actions, peer-to-peer schemes, and communities of practice

To implement the specific objectives, applicants should describe how they plan to put in place thematic workshops, networking activities, skills development actions, peer-to-peer schemes and communities of practice, and make a proposal concerning their number, timing, resources needed and other relevant information.

3. Online tools/platform improvements

To implement the specific objectives related to the improvement of online tools, applicants should describe how they plan to build on existing online tools and platforms for CCSIs, in particular on the ones developed by previous FLIP projects, namely the CreativesUnite platform, the “So You Need money?” funding tool, the mobility search tool, and the IP tool. Additionally, applicants should explain how they intend to maximise on synergies with similar tools, such as the CulturEU platform¹⁸, or relevant actions under the Horizon Europe programme, the KIC “Culture and Creativity”, Erasmus+ and others.

Applicants should describe how they intend to ensure the continuous updating of the tools in the long run, and involve relevant actors (Creative Europe Desks, Horizon Desks, Erasmus+ desks, European Commission, and others).

¹⁸ <https://culture.ec.europa.eu/funding/cultureu-funding-guide>

Applicants should explain how they intend to step up promotion activities of the webtools and their use among stakeholders.

4. Organisation of a closing conference

Proposals would need to contain information on the following points:

Organisation of a **closing conference** towards the end of the project (physically, in Brussels, hosting up to 200-250 participants). The event should give maximum visibility to the project and to the participating cultural and creative networks and their communities in order to present their activities, project results and study reports. The conference should also provide CCS stakeholder with networking opportunities, including through interaction between the participants. In particular for the closing conference in Brussels, the active involvement of different EU institutions and other organisations (European Commission, European Parliament, Council of the European Union, business organisations, social partners, CCSs and networks, etc.) should be actively sought. The participation of representatives from a maximum number of countries involved should be sought to achieve a sufficient degree of geographical balance. The European Commission will give its approval on the event details, including location, programme, list of speakers and invitees before final arrangements are made.

5. Enhancing web and social media presence

The proposal should explain in detail how the project will enhance visibility through enhanced online presence, for example on the website(s) and social media account(s) and page(s) (Twitter/X, Linked-In, Facebook, etc.) of the applicant, the partner(s), and the EU institutions. Additionally, the proposal will also explain how the project's website will showcase interesting relevant resources elaborated by other relevant EU projects funded under Creative Europe, COSME, Horizon Europe, Erasmus+, ERDF/ESF, Interreg, and others. The website or section(s) of the website(s) dedicated to the project should also include, *inter alia*, useful links to EU funding for CCSIs and the relevant national/local contact points, as well as national and other relevant funding opportunities and contacts for the CCSIs.

In addition, the proposal should explain:

- How regular communication for dissemination purposes about the project results and highlights will be carried out – both towards EU decision-makers and towards Cultural and Creative Sectors and Industries
- How dissemination will be targeted, in particular also towards peripheric countries and remote regions

The applicant should describe what actions will be undertaken to maintain and update over time – also after the end of the project – the web and social media presence, always with a view to enhance the core aspects of the project.

6. Other outputs and final study

In addition to the above, the proposals should also contain information on the following:

- Findings and recommendations on resilience in CCSIs, in particular focussing on the young and women, as well as on peripheric countries, remote regions and

socio-economically disadvantaged areas, and cross-sectoral cooperation as a means of enhancing sustainability and resilience

- Proposals with a view to the adoption of future actions for sustaining and developing CCSIs
- Communication: Regular (every 3 months) short communication for dissemination purposes about project results and highlights, with a case-study
- Content of the final study, including good practices, workshop results etc., conclusions and recommendations. The final study is content-oriented and is a different output from the administrative operational reports. It will be shared in advance and discussed with participants during the final conference.

3. Available budget

The estimated available call budget is **EUR 1 050 000** for the period 2023-25. The Commission will make a multiannual commitment with annual instalments for the period 2023-2025 (three years), subject to available budget appropriations.

The intention of this call is to fund **one single proposal**.

The financial contribution from the Commission cannot exceed 80% of the total eligible costs.

EU support will be granted on condition that the administrative and financial procedures are properly completed.

The Commission reserves the right not to distribute all the funds available.

4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call published:	18 October 2023
<u>Deadline for submission:</u>	1 December 2023 – 17:00:00 CET (Brussels)
Evaluation:	December-January 2024
Information on evaluation results:	February 2024
GA signature:	February-March 2024
Starting date of the action:	March-April 2024
Kick-off meeting with the European Commission:	April 2024

5. Admissibility and documents

To be admissible, applications must be:

- submitted no later than the deadline for submitting applications (*see timetable section 4*);
- submitted in writing, using the application form available at https://ec.europa.eu/culture/calls_en; and be drafted in one of the EU official languages.

Failure to comply with those requirements will lead to rejection of the application.


In addition, applications need to be **complete** and contain all the requested information and all required annexes and supporting documents:

- Application Form (Annex 1) — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project and the technical description of the project
- **mandatory annexes and supporting documents:**
 - CVs (standard) of core project team
 - list of previous projects (key projects over the last 4 years)
 - accession forms (Annex 3 to the MGA)
 - Estimated Budget for the action (Annex 2 to the MGA)
 - Declaration[s] on the honour (in the application form)

At proposal submission, you will have to confirm that you have the **mandate to act** for all applicants. Moreover, you will have to confirm that the information in the application is correct and complete, and that the participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc). Before signing the grant, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.

Your application must be **readable, accessible, and printable**.

You may be asked at a later stage for further documents (*for legal entity validation, financial capacity check, bank account validation, etc*).

 For more information about the submission process (including IT aspects), consult the [Online Manual](#).

6. Eligibility

Applications will only be considered eligible if their content corresponds wholly (or at least in part) to the topic description for which it is submitted.

6.1 Eligible participants:

In order to be eligible, the applicants (beneficiaries and affiliated entities) must be among the following:

- be legal entities (public or private bodies)
- be established in one of the eligible countries, i.e.:

- Creative Europe Participating Countries
- EU Member States, including overseas countries and territories (OCTs)
- non-EU countries:
 - listed EEA countries and countries associated to the Creative Europe Programme or countries which are in ongoing negotiations for an association agreement and where the agreement enters into force before grant signature ([list of participating countries](#))

Beneficiaries and affiliated entities must register in the [Participant Register](#) — before submitting the proposal — and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

Other entities may participate in other consortium roles, such as associated partners, subcontractors, third parties giving in-kind contributions, etc. (*see section 13*).

Countries currently negotiating association agreements — Beneficiaries from countries with ongoing negotiations (*see list above*) may participate in the call and can sign grants if the negotiations are concluded before grant signature (with retroactive effect, if provided in the agreement).

EU restrictive measures — Special rules apply for certain entities (*e.g. entities subject to [EU restrictive measures](#) under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)*¹⁹ and entities covered by Commission Guidelines No [2013/C 205/05](#)²⁰). Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

6.2 Consortium composition

Proposals must be submitted by a consortium composed of at least 3 different legal entities of at least 3 different eligible countries, mainly active in the cultural and creative sectors.

The consortium should provide strategic support to the core aspects of the project - to CCSIs, particularly SMEs and micro-enterprises, active in the cultural and creative sectors, and include consortium members from the cultural and creative sectors.

The consortium members/several entities working together shall take the form of a partnership of co-beneficiaries and designate a leading partner who is the co-ordinator. The co-ordinator will act as an intermediary for all communications between the European Commission and the co-beneficiaries. However, beneficiaries are jointly responsible for implementing the action resulting from the grant awarded. To implement the action properly, they must make appropriate internal arrangements, consistent with the terms of the Grant Agreement.

¹⁹ Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the EU Sanctions Map.

²⁰ Commission guidelines No 2013/C 205/05 on the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards (OJEU C 205 of 19.07.2013, pp. 9-11).

The coordinating/lead consortium partner must have their registered legal office in an EU country, and must have had a legal existence for at least 2 years on the date of the deadline for submission.

6.3 Eligible activities

The following activities are eligible:

- Peer exchanges, learning labs, community partnering activities and linking different actors, such as creative hubs and their communities, schools, fablabs, cultural centres, refugee centres, as well as local/regional authorities
- Organisation of conferences, workshops, seminars, study-visits, meetings
- Training and skills development activities
- Outreach and communication activities, webpage/platform, social media
- Actions aiming at exchanges of good practices, guidelines, recommendations, manuals, reports, surveys
- Projects must comply with EU policy interests and priorities.

Financial support to third parties is allowed for grants under the following conditions:

- the calls must be open, published widely and conform to EU standards concerning transparency, equal treatment, conflict of interest and confidentiality
- the outcome of the call must be published on the participants' websites, including a description of the selected projects, award dates, project durations, and final recipient legal names and countries
- the calls must have a clear European dimension.

Your project application must clearly specify why financial support to third parties is needed, how it will be managed, and provide a list of the different types of activities for which a third party may receive financial support. The proposal must also clearly describe the results to be obtained.

6.4 Duration

The duration of this project is 28 months. Projects should not normally exceed 35 months. Extensions are possible, if duly justified and through an amendment.

7. Financial and operational capacity and exclusion

7.1 Financial capacity

Applicants must have **stable and sufficient resources** to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all these projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the [Participant Register](#) during grant preparation (*e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc*). The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in

previous years. Please refer to Annex 3 of this Call for proposals for further information.

The check will normally be done for all coordinators, except:

- public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations
- entities active in cultural and creative sectors that have received over 50% of their annual revenue from public sources over the last two years
- if the project requested grant amount is not more than EUR 60 000.

If needed, it may also be done for affiliated entities.

If we consider that your financial capacity is not satisfactory, we may require:

- further information
- an enhanced financial responsibility regime, i.e., joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities (*see below, section 10*)
- prefinancing paid in instalments
- (one or more) prefinancing guarantees (*see below, section 10*)

or

- propose no prefinancing
- request that you are replaced or, if needed, reject the entire proposal.

- ① For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

7.2 Operational capacity

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

This capacity will be assessed together with the 'Project Management' award criterion, on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

In particular, they should possess the following capacities:

- proven experience in cultural and creative sectors;
- good understanding of creative sectors' specificities and needs, as well as knowledge of the topics covered by this action;
- direct involvement with relevant cultural and creative sectors/ industries/ creative hubs and similar as consortium partners and in the project activities;
- key experts with a minimum of 2 years of professional experience in the following areas:
 - at least one key expert with a minimum of 2 years of experience in CCSIs;

- at least one key expert with a minimum of 3 years of experience related to CCSIs labour market issues;
- at least one key expert with a minimum of 3 years of experience related to IPR (intellectual property rights) in the field of CCSIs.

The experience required can be proven through the profiles (CVs) of the proposed team. The key experts shall meet the following requirements:

- ability to communicate easily in at least 3 languages of the different participating and EU countries;
- proven experience of at least 1 year in transnational projects involving several EU countries.

In this respect, applicants shall submit a declaration on their honour, and the following supporting documents:

- curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the operations (accompanied where appropriate by a list of relevant publications);
- an exhaustive list of previous projects and activities performed and connected to the policy field of a given call or to the actions to be carried out.

In the case of legal entities forming a consortium, the above requirements apply to the consortium as a whole.

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

Applicants will have to show their capacity via the following:

- general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project;
- description of the composition and main activities of the consortium participants;
- list of previous projects (key projects over the last 4 years).

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

Public bodies, Member State organisations, international organisations, and entities active in cultural and creative sectors that have received over 50% of their annual revenue from public sources over the last two years are exempted from the operational capacity check.

7.3 Exclusion

Applicants who are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate²¹:

- 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 misconduct²² (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 EU Regulation [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).

Applicants will also be rejected if it turns out that²³:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information
- they were previously involved in the preparation of the call, and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

²¹ See Articles 136 and 141 of EU Financial Regulation 2018/1046.

²² Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.


²³ See Article 141 EU Financial Regulation 2018/1046.

8. Evaluation and award procedure

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

An **evaluation committee** will assess all applications. Proposals will first be checked for formal requirements (admissibility, and eligibility, *see sections 5 and 6*). Proposals found admissible and eligible will be evaluated against the operational capacity and award criteria (*see sections 7 and 9*) and then ranked according to their scores.

All proposals will be informed about the evaluation result (**evaluation result letter**).

 No commitment for funding — Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc.*

Grant preparation will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Compliance will be a pre-condition for signing the grant.

If you believe that the evaluation procedure was flawed, you can submit a **complaint** (following the deadlines and procedures set out in the evaluation result letter). Please note that notifications which have not been opened within 10 days after sending will be considered to have been accessed and that deadlines will be counted from opening/access (*see also [Funding & Tenders Portal Terms and Conditions](#)*). Please also be aware that for complaints submitted electronically, there may be character limitations.

9. Award criteria

Eligible applications/projects will be assessed based on the following criteria:

Relevance (0-35 points)

This criterion will assess the relevance of the proposal, in particular the extent to which the proposal addresses the general and specific objectives of the action and contributes to attain its expected outputs and results.

Geographical and sectorial scope (0-30 points)

This criterion will assess the extent to which the proposed action is able to achieve a wide geographical scope through meaningful active and continuous joint activities and exchanges, involving a wide range of countries eligible under the Creative Europe programme, as well as a wide sectoral and cross-sectoral coverage.

Quality of activities (0-25 points)

This criterion will assess the quality of the activities proposed, the methodology to achieve the objectives of this call and the quality of policy learning activities, promotion, and visibility of the project and how the action intends to achieve sustainability after the end of the project.

Management of the project (0-10 points)

This criterion will assess the quality of the proposal regarding the capability to organise, coordinate and implement the various aspects of the proposed activities relevant to the objectives of this call.

This criterion will also assess the appropriateness of the human resources allocation and the relevance of the experience of the staff involved in the tasks assigned to them.

Award criteria	Minimum pass score	Maximum score
Relevance	21	35
Geographical and sectorial scope	18	30
Quality of activities	15	25
Management of the project	6	10
Overall (pass) scores	60	100

Proposals that pass the individual thresholds AND the overall threshold will be considered for funding — within the limits of the available budget.

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

Proposals that pass the individual thresholds AND the overall threshold will be considered for funding — within the limits of the available budget (i.e., up to the budget ceiling). Other proposals will be rejected.

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

The Model Grant Agreement that will be used and all other relevant templates and guidance documents are Annex 2 to this call for proposals.

10.1 Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement (*Data Sheet, point 1*). Normally, the starting date will be after grant signature. A retroactive starting date can be granted exceptionally for duly justified reasons.

Project duration: see section 6 above.

10.2 Milestones and deliverables

The milestones and deliverables for each project will be reflected in Annex 1 of the Grant Agreement.

10.3 Form of grant, funding rate and maximum grant amount

The grant parameters (*maximum grant amount, funding rate, total eligible costs, etc*) will be fixed in the Grant Agreement (*Data Sheet, point 3 and art 5*).

Project budget (maximum grant amount):

As specified in section 3, the estimated available call budget is EUR 1 050 000 for the period 2023-25. The Commission will make a multiannual commitment with annual instalments for the period 2023-2025 (three years), subject to available budget appropriations.

The intention of this call is to fund one single proposal.

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

The costs will be reimbursed at the funding rate fixed in the Grant Agreement.

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

10.4 Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement (*Data Sheet, point 3, art 6 and Annex 2*).

Budget categories for this call:

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

Specific cost eligibility conditions for this call:

- personnel costs:
 - SME owner/natural person unit cost²⁴: Yes
- travel and subsistence unit cost²⁵: Yes
- equipment costs: depreciation
- other cost categories:
 - costs for financial support to third parties: allowed for grants; maximum amount per third party EUR 60 000

²⁴ Commission Decision of 20 October 2020 authorising the use of unit costs for the personnel costs of the owners of small and medium-sized enterprises and beneficiaries that are natural persons not receiving a salary for the work carried out by themselves under an action or work programme (C(2020)7115).

²⁵ Commission Decision of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

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

10.5 Reporting and payment arrangements

Reporting requirements:

Administrative reporting requirements

The beneficiary shall submit technical, operational and implementation reports. Each report will be submitted in English to the Commission in printed form and by e-mail. Electronic files must be in Word format.

Short report on the next steps concerning the planned activities

At the beginning of the project (to be ready before the 1st project meeting), a short document concerning the planned activities and timing should be provided to the Commission, together with a provisional timetable (with dates) for the upcoming activities over the next 6 months.

The report should also include a short description (2-5 pages) of how the project will coordinate its upcoming activities and exploit synergies with other relevant EU-projects and programmes.

Technical report on progress

The technical progress report shall include at least the following:

- information on the activities carried out and progress achieved
- problems encountered, solutions found or proposed
- short description of how the project will coordinate its upcoming activities and exploit synergies with other relevant EU-projects/programmes
- timetable (with months and dates) and methodology for implementation

Interim operational report

The interim report shall include at least the following:

- information on the activities carried out and progress achieved
- problems encountered, solutions found or proposed
- short description of how the project will coordinate its upcoming activities and exploit synergies with previous FLIP projects
- timetable (with months and dates) and methodology for completion
- Sustainability plan

Final implementation report

The final report shall include at least:

- Comprehensive information on all the activities carried out;
- Problems encountered, solutions found and their impact on the outcomes achieved;
- short description of how the project coordinated its upcoming activities and exploited synergies with previous FLIP projects;
- Sustainability of the action.

Payment arrangements

The beneficiary may request the following payments provided that the conditions of the grant agreement are fulfilled (e.g., payment deadlines, ceilings, etc.). The payment requests shall be accompanied by the documents provided below and detailed in the Grant Agreement (*Data Sheet, point 4 and art 21 and 22*).

Payment request	Accompanying documents
A pre-financing payment corresponding to 30 % of the maximum grant amount	- n/a
A second pre-financing payment corresponding to 20 % of the maximum grant amount	- technical report with an overall description of activities and achieved outputs - financial statement of expenses of 1 st reporting period, i.e., statement on the use of the previous pre-financing instalment
A third pre-financing payment corresponding to 20 % of the maximum grant amount	- technical report with an overall description of activities and achieved outputs - financial statement of expenses of 2 nd reporting period, i.e., statement on the


	use of the previous pre-financing instalment
<p>Payment of the balance</p> <p>The European Commission will establish the amount of this payment based on the calculation of the final grant amount. If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order.</p>	<ul style="list-style-type: none"> - final technical report with an overall description of activities and outputs - final financial statement of expenses of year 1, year 2 and year 3 - summary financial statement aggregating the financial statements already submitted previously and indicating the receipts - list of supporting documents - external audit report certifying the expenses of the 3 years. - a certificate on the financial statements and underlying accounts

The indicative project timeline for the deliverables and payments is:

Start of the project (n)	n
<i>Pre-financing payment (30% of maximum grant amount) on signature of grant agreement</i>	n
Short paper on the next steps concerning the planned activities and timing	n+2
First project meeting	n+2
Organisation of 1 st round of peer learning	n+3
Online tools/ platform improvements	n+3
Organisation of thematic workshop on CCSI ecosystems, preparation of an ecosystem paper, networking activities	n+3
Development of searchable good practice cases	n+3
<i>First technical report on progress and second pre-financing payment (20 % of maximum grant amount)</i>	<i>n+9</i>
Organisation of 2 nd round of peer learning	n+12
Online tools/ platform improvements	n+12
Organisation of thematic workshops and networking activities	n+12
<i>Development of searchable good practice cases and</i>	<i>n+12</i>

<i>entering them into an online tool</i>	
Second technical report on progress and third pre-financing payment (20 % of maximum grant amount)	n+18
Online tools/ platform improvements	n+20
Organisation of thematic workshops and networking activities	n+23
Organisation of last round of peer learning/mobility	n+23
<i>Finalising searchable good practice cases and entering them into an online tool</i>	n+23
Final study (including good practices, conclusions, and recommendations)	n+24
Organisation of a closing conference in Brussels	n+25
Final report and Payment of the balance	n+ 28 until T+32

All payments will be made to the coordinator.

 Please be aware that payments will be automatically lowered if one of your consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset by us – in line with the conditions set out in the Grant Agreement (*see art 22*).

Please also note that you are responsible for keeping records on all the work done and the costs declared.

10.6 Prefinancing guarantees

If a prefinancing guarantee is required, it will be fixed in the Grant Agreement (*Data Sheet, point 4*). The amount will be set during grant preparation, and it will normally be equal to or lower than the prefinancing for your grant.

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State. If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in your country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

Prefinancing guarantees are formally NOT linked to individual consortium members, which means that you are free to organise how to provide the guarantee amount (*by one or several beneficiaries, for the overall amount or several guarantees for partial amounts, by the beneficiary concerned or by another beneficiary, etc*). It is however important that the requested amount is covered and that the guarantee(s) are sent to us in time to make the prefinancing (scanned copy via e-mail AND original by post).

If agreed with us, the bank guarantee may be replaced by a guarantee from a third party.

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the Grant Agreement.

10.7 Certificates

Depending on the type of action, size of grant amount and type of beneficiaries, you may be requested to submit different certificates. The types, schedules and thresholds for each certificate are fixed in the Grant Agreement (*Data Sheet, point 4 and art 24*).

10.8 Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement (*Data Sheet point 4.4 and art 22*).

For beneficiaries, it is one of the following:

- limited joint and several liability with individual ceilings — *each beneficiary up to their maximum grant amount*
 - unconditional joint and several liability — *each beneficiary up to the maximum grant amount for the action*
- or
- individual financial responsibility — *each beneficiary only for their own debts*.

In addition, the granting authority may require joint and several liability of affiliated entities (with their beneficiary).

10.9 Provisions concerning the project implementation

IPR rules: *see Model Grant Agreement (art 16 and Annex 5)*:

- different rights of use of the granting authority on materials, documents and information received for policy, information, communication, dissemination and publicity purposes: Yes

Communication, dissemination and visibility of funding: *see Model Grant Agreement (art 17 and Annex 5)*:

- additional communication and dissemination activities: Yes
- special logos: Yes

Specific rules for carrying out the action: *see Model Grant Agreement (art 18 and Annex 5)*: n/a

Publicity

By the beneficiaries

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, apps/websites to be developed, posters, programmes and other products realised under the co-financed project.

To do this, they must use the text, the emblem and the disclaimer available at https://ec.europa.eu/info/sites/info/files/use-emblem_en.pdf .

If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement.

By the Commission

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Commission will publish the following information:

- name of the beneficiary;
- address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level²⁶ if he/she is domiciled within the EU or equivalent if domiciled outside the EU;
- subject of the grant;
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

Processing of personal data

The reply to any call for proposals 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 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal will be processed solely for that purpose by DG EAC. Unit D1. Cultural Policy.

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046²⁷. For more information see the Privacy Statement on:

https://ec.europa.eu/info/data-protection-public-procurement-procedures_en

10.10 Other specificities

N/a.

10.11 Non-compliance and breach of contract

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).

²⁶ Commission Regulation (EC) No 105/2007 of 1 February 2007 amending the annexes to Regulation (EC) No 1059/2003 of the European Parliament and of the Council on the establishment of a common classification of territorial units for statistics (NUTS), OJ L39, 10.2.2007, p.1.

²⁷ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018R1046>

11. How to submit an application

Submission on paper:

Applications must be submitted in the correct form, duly completed and dated. They must be submitted in 5 copies (one original clearly identified as such, plus 4 copies) and signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation. The application must be sent to the following address²⁸:

European Commission
Directorate-General for Education, Youth, Sport and Culture
Unit D1: Cultural Policy
FAO: C. Magnant
Office 02/232
Rue Joseph-II, 70
B-1049 Brussels/Belgium

- by post (evidence will be constituted by the postmark), or
- by courier service (evidence will be constituted by the acknowledgement of receipt) and
- send a scanned copy of the hand-written signed document by email to : EAC-D1-FINANCIAL@ec.europa.eu

(The documents submitted electronically must be identical to the paper documents sent by post. Only the information included in the paper documents will be treated as valid.)

Electronic submission:

In case the applicant has the possibility to sign using a qualified electronic signature (QES), they should have the documents signed electronically by their authorised representative. Only the qualified electronic signature (QES) within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) will be accepted.

Before sending the electronically signed documents, the signatures and validity of the certificates should be checked with one of the following tools:

- DSS Demonstration validation tool available at <https://ec.europa.eu/cefdigital/DSS/webapp-demo/validation> can help checking the validity of a certificate by indicating the number and type of valid signatures in a document.
- EU Trusted List Browser can be consulted in order to check whether the electronic signature provider and the trust service it provides are part of European Union Trusted List: <https://webgate.ec.europa.eu/tl-browser/#>

The applicant needs to make sure to use a QES compliant to eIDAS Regulation, by checking that both the service provider and the qualified certificate generation service used are included in the EU Trusted List Browser.

The application must be sent to the following email address:

EAC-D1-FINANCIAL@ec.europa.eu

Proposals must be submitted by the deadline set out under section 4.

²⁸ Article 149(5) FR

No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or to correct clerical mistakes, the Commission may contact the applicant during the evaluation process.

Applicants will be informed in writing about the results of the selection process.

Where applicable, all additional information considered necessary by the applicant can be included on separate sheets.

Applications must be sent as follows:

Means of submission	Time limit	Evidence	Address for delivery
By post	17:00 <i>Belgium local time</i>	Postmark	CALL FOR PROPOSALS <i>EAC/S11/2022 - FLIP Policy Project</i> European Commission Directorate-General for Education, Youth, Sport and Culture, Directorate D - Culture and Creativity, Unit D1 – Cultural Policy, Office: 2/232 For the attention of Catherine Magnant, Head of Unit B – 1049 Brussels, Belgium
By Courier	Between 07:30 and 17:00 <i>Belgium local time</i>	Acknowledgement of receipt	CALL FOR PROPOSALS <i>EAC/S11/2022 - FLIP Policy Project</i> European Commission Directorate-General for Education, Youth, Sport and Culture, Directorate D - Culture and Creativity, Unit D1 – Cultural Policy Office: 2/232 For the attention of Catherine Magnant, Head of Unit Avenue du Bourget 1 B-1140 Brussels (Evere) Belgium
In person (hand delivery)		Acknowledgement of receipt, signed and dated by the official in the central mail department who takes delivery	

Mail can be received from 07:30 to 17:00 Monday to Friday. The service is closed on Saturdays, Sundays and official holidays of the contracting authority.

Applications sent by fax, e-mail only, on UBS keys or any other means than indicated above will not be accepted. Questions

Answers will be published online at https://ec.europa.eu/culture/calls_en.

Applicants are advised to check the Question & Answers section regularly during the submission period.

12. Help

As far as possible, ***please try to find the answers you need yourself***, in this and the other documentation (we have limited resources for handling direct enquiries):

- FAQs on the Call for proposals webpage (for call-specific questions in open calls): https://ec.europa.eu/culture/calls_en

Please, also consult the Call for proposals webpage regularly, since we will use it to publish call updates.

Contact

Questions may be sent to the following email address:

EAC-D1-FINANCIAL@ec.europa.eu

13. Important



IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Call for proposals webpage regularly. We will use it to publish updates and additional information on the call (call updates).
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- **Registration** — Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form.
- **Consortium roles** — When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.

The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. **Associated partners** and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding). **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application.

- **Coordinator** — In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.
- **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any).
- **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.
- **Consortium agreement** — For practical and legal reasons it is recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.

- **Balanced project budget** — Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (e.g. own contributions, income generated by the action, financial contributions from third parties, etc). You may be requested to lower your estimated costs, if they are ineligible (including excessive).
- **No-profit rule** — Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.
- **No double funding** — There is a strict prohibition of double funding from the EU budget (except under EU Synergies actions). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances be declared to two different EU actions.
- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).
- **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.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call update. Please note that cancellations are without entitlement to compensation.
- **Language** — You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, see *section 12*).
- **Transparency** — In accordance with Article 38 of the [EU Financial Regulation](#), information about EU grants awarded is published each year on the [Europa website](#).

This includes:

- beneficiary names
- beneficiary addresses
- the purpose for which the grant was awarded
- the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

- **Data protection** — The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the [Funding & Tenders Portal Privacy Statement](#).