



Individual Mobility Action

Grantees' Handbook

Guide for artists and cultural professionals selected in the
second Call for Individual Mobility 2023/2024.

Culture Moves Europe

Grantees' Handbook

The **Grantees' Handbook** provides key information for the artists and cultural professionals successfully selected in the call for individual mobility running from the 2 October 2023 until the 31 May 2024.

It includes clarifications on the grant agreement, the implementation of the mobility project, the calculation of the grant, rules regarding the final reporting and a few communication guidelines.

This document is legally binding, together with the call for individual mobility; the original application submitted on the Goethe-Application Portal; and the grant agreement.

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1. Your Culture Moves Europe mobility project

1.1. Contacts with the Culture Moves Europe team

All communication exchanges and administrative requirements must be made **via your personal account of the Goethe-Application Portal**, including:

- sending back the Grant-Agreement
- communication with the Culture Moves Europe team
- submission of activity 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 technical issues, please contact: culturemoveseurope@goethe.de[→]

1.2. Signature of the Grant Agreement

You received a positive notification email? Congratulations!

Before starting the mobility project, selected applicants need to sign and send back a grant agreement with the Goethe-Institut e.V..

The grant agreement is the main contractually binding document between the grantee and the Goethe-Institut e.V.. It defines the activities to be undertaken from the place of legal residence to the country of destination, the project duration, the budget and all rights and obligations.

Selected applicants have to follow these steps:

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 grantee, or the one of the group leader in case of group project¹.○ the bank cannot be an intermediary bank² 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 <u>cannot be earlier than 60 days from the monthly deadline</u> applicants have applied to.

¹ In case of change of group leader, the bank details have to be adapted accordingly.

² See glossary

Grant agreement: necessary steps	
<p>Step 3</p> <p><i>Signature of the grant agreement with the Goethe-Institut e.V.</i></p>	<p>The selected applicants have <u>15 days</u> to check the information, sign and <u>send back, digitally, on the Goethe-Application Portal, the signed grant agreement.</u></p> <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 a rejection of the offer. Please note that <u>no reminder will be sent.</u> ○ For group projects, the grant agreement is signed by the group leader on behalf of all members. All group members sign a power of attorney for this purpose. <ul style="list-style-type: none"> - The powers of attorney must be attached to the grant agreement. The process is managed by Culture Moves Europe. - The overall grant is paid to the group leader's bank account. The group leader is responsible for distributing the personalised amount due to each group member.
<p>Step 4</p> <p><i>Payment of the first instalment</i></p>	<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 countries, payments can take slightly longer.</p>

Figure 1: Grant agreement, necessary steps

1.3. Implementation of the mobility project

Mobility project: implementation	
<p><i>Starting date of the mobility project</i></p>	<p>The mobility project can only start 60 days after the monthly deadline for which the application was submitted and not before receipt of the signed grant agreement from the selected applicant.</p> <ul style="list-style-type: none"> ○ Grantees have one year from the signature of the grant agreement by both parties to complete the mobility project. ○ Grantees can adapt the dates of the mobility project, however they must stay at the destination country for the duration agreed in the grant agreement. ○ Grantees can leave their place of legal residence up to 15 days prior the start of the project implementation and come back to their place of legal residence up to 15 days after the implementation of their project. ○ The latest date to finish project implementation is 31 May 2025.
<p><i>Format of the mobility project</i></p>	<p>The implementation of the project must be uninterrupted.</p> <ul style="list-style-type: none"> ○ This means that it is not accepted to segment the implementation of the project into different periods, and/or go to other countries during the implementation of the project in the destination country.

Figure 2: Mobility project, implementation

1.3.1. Safety and security of grantees during the implementation of the mobility project

Grantees remain fully responsible for their own security and safety, and undertake the mobility project at their own risk. Culture Moves Europe recommends that, before departing from their country of legal residence, grantees look for **travel advice from their Ministry of Foreign Affairs** regarding their destination country.

Grantees are also encouraged to **notify and register with their Ministry of Foreign Affairs** before starting their mobility project, and to obtain **travel insurance**. Culture Moves Europe does not offer additional support to cover this cost.

For grantees based in **countries where a serious threat to safety and security exists** or whose projects cannot be implemented in the destination country due to such a threat in that country, applicants can request a **virtual mobility** (see section 4.2 of the Call for Individual Mobility).

1.4. Changes to the mobility project

When implementing a mobility project, sometimes certain aspects of the project may change. However, **amendments to the application or grant agreement are strictly limited**, as each mobility project has been approved based on the assessment by experts 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> <ul style="list-style-type: none">○ unforeseen exceptional circumstances beyond control that prevent the fulfilling of the grant agreement, and thus the implementation of the project.<ul style="list-style-type: none">- It includes national restriction on freedom of movement related to health crisis, war/major political crisis, and natural disasters. <p>The consequences of force majeure and serious personal circumstances are regulated in detail in the grant agreement.</p>

Possible changes to the project	
<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"> ○ Grantees must inform the Culture Moves Europe team as soon as possible through their Goethe-Application Portal account: <ul style="list-style-type: none"> - unless it is impossible, the changes must be communicated before the start of the mobility project; - the team can ask for an explanation of the situation and can request additional information; - the request for change can 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 is signed by both parties. <p>A change in the mobility 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 grantees in mind.</p>

Figure 3: Possible changes to the project

1.5. End of the mobility project: activity report

After completing the mobility project, grantees must submit an activity report.

1.5.1. What is the activity report?

The activity report is a short questionnaire which must be filled in by the grantees after the mobility project. It includes:

- a set of questions about the project (development, achievements, personal learnings, etc.);
- a set of documents to be uploaded proving the implementation of the project.

For group projects: the group leader is responsible for completing the activity report and collecting the necessary documentation from and on behalf of the other group members.

1.5.2. When and how to submit the activity report?

The activity report must be:

- submitted online, on the grantee's account or on the Goethe-Application Portal.
- submitted **within a maximum of 30 days after** the implementation of the project in the destination country. It must include proof of return to their place of legal residence.
- The latest reporting day is 31 May 2025. After this date, no report will be accepted.

If the activity report has not been submitted within 30 days after the implementation of the project, Culture Moves Europe will ask for a reimbursement of the entire grant.

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

- To prove the implementation of the mobility project, grantees (including all group members via the group leader) must upload a set of documents (see figure 4).
- For audit purposes, grantees 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 activity report	
<i>Proof of transportation</i>	<p>Proof of transportation from the place of legal residence of each grantee to the destination, and back to their place of legal residence, clearly reflecting the complete travel itinerary.</p> <ul style="list-style-type: none"> ○ It must clearly indicate dates, names, place of departure and destination: e.g., train, bus, ferry or airplane ticket/boarding pass; gas/toll tickets; car-sharing confirmation. <ul style="list-style-type: none"> - Grantees travelling by car must make sure to keep receipts of expenses that would reflect the travel itinerary: e.g. tickets from service stations, restaurants, parking ticket, car rental contract. ○ The proof of transportation must be submitted for each group member.
<i>Proof of stay in the destination country</i>	<p>Supporting documents that prove the stay in the destination country throughout the complete duration of the project implementation.</p> <ul style="list-style-type: none"> ○ It must clearly indicate dates, names, location: e.g. room rental contract, hotel/accommodation booking, signed letter from a host/friend/family member confirming the stay, invoices for local transportation, supermarket bills, etc. ○ Grantees are <u>not asked</u> to send receipts of all their expenses (supermarket, local bus tickets, etc.), unless these contribute to prove their stay abroad. <ul style="list-style-type: none"> - However, grantees should keep all invoices in case they are required at the reporting stage. ○ The proof of stay in the destination country must be submitted for each group member.

Mandatory documents to be provided in the activity report	
<i>Proof of project implementation</i>	<ul style="list-style-type: none"> ○ Signed Letter or formal email from the international partner confirming that the project was implemented as planned. <ul style="list-style-type: none"> - It must indicate the name of the International Partner, the name of the participating grantees and the period of implementation. ○ Documents and/or photos, chosen by the grantee, that complement the questionnaire and document the mobility project. <ul style="list-style-type: none"> - 5 files that provide an insight into the development of the project: e.g. event programme, photos, etc. ○ Optional: relevant weblink (social media, website, article, etc.).
<i>Proof of top-ups and disability support</i>	<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 each grantee's place of legal residence to the destination, 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 the custody of a child below the age of 10 during the implementation of the mobility 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.

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

The Culture Moves Europe team reserves the right to request for additional documents, such as proof of grant payments to the group members from the group leader, before approving the activity report.

1.5.4. Verification of the activity report and balance payment

After verification and approval of the activity report, the Goethe-Institut e.V. will proceed with the balance payment of the grant.

In case of changes and/or discrepancies between the grant agreement and the information provided in the activity report, 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 grantees may be requested to reimburse undue received amounts.

2. Mobility grant: calculation and payment

2.1. Calculation of the mobility grant

The mobility grant is calculated based on duration of the mobility project, and, for group projects, number of group members. The grant calculation is indicated in the section 4.1 of the Call for Individual Mobility.

It is composed of two parts:

A. the mobility grant, which includes:

- travel allowance to contribute to the travel expenses for the journey from the place of legal residence to the place of destination and back to the place of residence.
- daily allowance to contribute to accommodation, subsistence and other expenses during the implementation of the project, and for the agreed duration.

B. the top-ups and disability support to support the inclusion of people from various backgrounds and profiles, based on their individual needs.

2.2. Payment of the mobility grant

The mobility grant is paid in **two instalments**, in euros, to the account mentioned in the grant agreement:

- company/organisation account is not allowed;
- for group projects, the account must be the one of the group leader. In case of change of group leader, the bank account must be adapted accordingly.

All costs of transfer of the grant instalments between the bank accounts of the Goethe-Institut e.V. and the beneficiary shall be borne by the party whose bank is charging the cost. In case the payment process needs to be repeated, the party responsible bears all costs of repeated transfer.

Payments: when and what?		
<i>First payment</i>	The first payment is processed within 30 days <u>after</u> the Culture Moves Europe team receives the grant agreement signed by both parties ³ .	<ul style="list-style-type: none">○ 75% of the travel and daily allowance.○ 75% of the disability support (if applicable)

³ Due to legal reasons and depending on the countries involved, payment of the two instalments may take slightly longer.

Balance payment	<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 may recalculate the grant and reduce the balance payment accordingly.</p>	<ul style="list-style-type: none"> ○ 25% of the travel and daily allowance. ○ 25% of the disability support (if applicable). ○ 100% of the requested top-ups (if applicable).
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Figure 5: Payments, when and what?

3. Communication of the mobility project

3.1. By grantees

3.1.1. Use of logo and disclaimer

Grantees **must clearly acknowledge that their mobility project is supported by Culture Moves Europe, a project funded by the European Union.** This should be visible in publications, posters, programmes and other products realised under the EU-financed project.

In their main publications, grantees must use the following elements, provided separately by the Culture Moves Europe team:

- the text and/or logos of 'Funded by the European Union' and the Goethe-Institut;
- the following disclaimer: '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 beneficiary's mobility grant will be reduced in accordance with the provisions of the above-mentioned grant agreement.

3.1.2. Use of social media channels

If grantees 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

3.1.3. Taking Pictures

Grantees 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 recognisable in photographs must have given explicit consent for the use of their image.

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

Upon formal agreement between the grantee 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 grantee and/or the people with the rights of the visual materials.

All information related to individual mobility 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 modalities of the Individual Mobility Action and your mobility project:

Online

- Check the [Frequently Asked Question \(FAQ\) section](#)[→] on the website.
- Join one of the '*Info Session for Selected Grantees*' organised frequently on Zoom, to answer all your questions after being selected.

By email

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

Document accessibility

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

Annex 1: Glossary

A&CP: artists and cultural professionals.

Applicant: the person applying to receive a mobility grant to implement a mobility project. The applicant can be an individual or a group of individuals (from 2 to 5).

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

Activity report: final project report to be submitted by the grantee after the implementation of the project and the return to their place of legal residence. It includes a questionnaire and requires uploading a set of documents proving their travel to and from the destination, and implementation of the project (e.g., travel tickets, proof of stay, proof of implementation, etc.).

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, Kosovo⁴, 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 support the cultural and creative sectors. More information available on the [Creative Europe website](#)[→].

Daily allowance: 75 euros per day allowance that a grantee receives during the implementation of the project in the country of destination, to support with expenses such as accommodation, meals, etc. The grantee has to prove that they were in the destination country for the agreed duration in the grant agreement.

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 be up to 100% of the mobility grant amount.

Family top-up: additional financial support of 100 euros to support A&CP with custody of children who are 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 crisis, war/major political crisis, and natural disaster, as well as unexpected family obligations (pregnancy, death, major illness).

Goethe-Application Portal (GAP): online platform owned by the Goethe-Institut e.V. in which applicants must submit their application and activity report, and can communicate 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.

Grant agreement: the legally binding contract (including rules, expectations, payment etc.) between the Goethe-Institut e.V. and the selected applicants.

Grantee: Culture Moves Europe selected applicant who has signed a grant agreement.

⁴ This designation is without prejudice to positions on status and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

Grantee's Handbook: legally binding document compiling all information for selected applicants from the preparation of the mobility project until the reporting phase, including communication rules.

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

Group leader: the group leader submits the application (and supporting documents) for the entire group, with power of attorney for all group members.

Group member: member of a group project. All group members are contractual partners of the Goethe-Institut e.V. themselves but authorize the group leader via power of attorney to make declaration(s) on their behalf and to receive their mobility grant.

International partner: an individual or an organisation that agrees to invite the individual artist(s) and guides them through their project's implementation. It must be based in a Creative Europe country other than the one where the applicant(s) legally reside.

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

Mobility grant: amount received by the grantee which includes travel and daily allowance. It can be complemented by additional top-ups and support based on individual needs.

Mobility project: includes the travel from the place of residence to the destination country (and return) and the project implementation in the destination country.

Monthly deadline: during the rolling call period, the monthly deadline is the last day of each month. After this deadline, all applications received in the previous month are processed and evaluated. The best applications are then selected for funding, taking into consideration the overall available budget.

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](#)⁷.

Outermost Regions (OR): some EU member States have part of their territory located in areas of the globe that are remote from the continent. These regions include 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 Barthélemy (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&CP whose place of residence and/or place of destination is an OCT or an OR, to compensate additional costs.

Residency Action: one of the two action lines of Culture Moves Europe, together with the Individual Mobility Action. The Residency Action targets residency hosts.

Power of attorney: a legal document where grantees that are part of a group project give the group leader the right to sign the grant agreement, to receive and distribute the grant, and to submit the activity report on their behalf.

Project implementation: implementation of the project with the international partner, in the destination country and for the agreed duration. The project implementation duration and the project duration are the same.

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

Travel allowance: this is the fee a grantee receives to undertake the journey from the place of residence to the destination and 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 the situation.

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

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