



CULTURE MOVES EUROPE

Individual Mobility Action

Grantees' Handbook

Guide for artists and cultural professionals selected in the third Call for Individual Mobility 2024

Grantees' Handbook

After a positive notification, applicants are a step away from becoming Culture Moves Europe grantees!

The Grantees' Handbook offers key information for all procedures that come after a project is selected: travel, project implementation, payments, communication guidelines, submission of the activity report, etc.

This document is:

- only for **applicants selected in the third call for individual mobility**, running from 1 August 2024 until 30 November 2024.
- **legally binding**, together with the call for individual mobility; the original application submitted on the Goethe-Application Portal; and the grant agreement.

Key dates

- **Earliest start of travel and project implementation:** 60 days after the monthly deadline for which the application was submitted **and not before** the Goethe-Institut receives the signed grant agreement.

After sending back the grant agreement to the Goethe-Institut, selected applicants can start travelling from:

- 30 October 2024, for applications submitted in August 2024.
 - 29 November 2024, for applications submitted in September 2024.
 - 30 December 2024, for applications submitted in October 2024.
 - 29 January 2025, for applications submitted in November 2024.
- **Latest date to finalise the implementation of the project:** 30 April 2025 (23:59:59 CEST).
 - **Latest date to send the activity report:** 30 days after project implementation and no later than 31 May 2025 (23:59:59 CEST).

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Version: 01/08/2023 | current updated version always available on the [website](#).

1. The mobility project

1.1. Contacts with the Culture Moves Europe team

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

- Any communication with the Culture Moves Europe team
- sending back the signed grant agreement
- submission of the activity report and supporting documents

Grantees must securely store the login details for their Goethe-Application Portal account to ensure access to the platform.

In case of any technical issues, grantees must contact the Culture Moves Europe team either through:

- the mail section on their Goethe-Application Portal account
- or an email to culturemoveseurope@goethe.de

1.2. Signature of the grant agreement

Before starting the mobility project, selected applicants must sign a grant agreement and send it back to the Goethe-Institut.

The grant agreement:

- is the main contractually binding document between the grantee and the Goethe-Institut;
- defines the rights and obligations of grantees. It includes, for example, the calculation of the budget, details about the payment, and rules for reduction or reimbursement, copyrights and intellectual property rights.

Grant agreement step-by-step	
Step 1 Bank details	After positive notification, selected applicants will receive a second email requesting bank details. The bank account provided: <ul style="list-style-type: none">▪ must be a personal account (company/organisation accounts are not allowed);▪ must belong to the selected applicant (or to the group leader in case of group project¹);▪ must be based in a Creative Europe country²;▪ cannot be an intermediary bank. For group projects , the 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.
Step 2 Preparation of the grant agreement	The Culture Moves Europe team will prepare the grant agreement. <ul style="list-style-type: none">▪ Priority will be given to mobility projects with the earliest start dates.

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

² See glossary

Grant agreement step-by-step

Step 3

Signature of the grant agreement with the Goethe-Institut

The selected applicants have **15 days** to check the information, **sign the grant agreement and send it back**, digitally, on the Goethe-Application Portal.

- If the grant agreement is not signed and sent back within that period, the Culture Moves Europe team considers this as a rejection of the offer. No reminders will be sent.
- 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.
 - The powers of attorney must be attached to the grant agreement. The process is managed by the Culture Moves Europe team.

Step 4

Payment of the first instalment

After reception of the signed grant agreement, the Goethe-Institut has 30 days to process the first instalment of the mobility grant.

Depending on the countries, and any possible legal constraints, payments can take slightly longer.

1.2.1. Applicants who requested the accessibility support

Selected applicants who requested the accessibility support at application stage, will have 2 additional steps:

- Submission of a proof of disability, which can be any official or medical document proving that the selected applicant has a disability. An explanatory note in English might be requested.
- Agree with the Culture Moves Europe team on the final amount for the accessibility support. The Culture Moves Europe team will ask for further cost details (e.g. quotes from service providers) and may invite the selected applicant to consider national or local support in addition to that provided by Culture Moves Europe.

1.3. The mobility project

The mobility project:

- must be implemented as presented in the application form (place of residence and destination, sector, duration, and international partner, etc).
- includes the travel and the project implementation in the destination country.

Changes to the mobility project are strictly limited (see [section 1.4.](#)).

1.3.1. Timeline of the mobility project

A mobility project timeline can be summarised as follows:

1. Travel from the place of legal residence to the place of destination.
2. Project implementation in the destination country for the approved duration, together with the international partner.
3. Travel from the place of destination back to the place of legal residence.

Mobility project: travel and project implementation rules	
Start of mobility project	<p>Grantees can only start their mobility project (travel and project implementation), 60 days from the monthly deadline, and not before the Goethe-Institut receives their signed grant agreement, which correspond to:</p> <ul style="list-style-type: none"> ▪ 30 October 2024, for applications submitted in August 2024. ▪ 29 November 2024, for applications submitted in September 2024. ▪ 30 December 2024, for applications submitted in October 2024. ▪ 29 January 2025, for applications submitted in November 2024. <p>Grantees must start their travel from their place of legal residence, which must be within a Creative Europe country.</p> <ul style="list-style-type: none"> ▪ Grantees can start travelling up to 15 days before the start of the project implementation.
Implementation of project	<p>Place of destination</p> <p>Grantees must:</p> <ul style="list-style-type: none"> ▪ go and implement their project to their place of destination, which must be in a different Creative Europe country than their country of legal residence; ▪ implement their project in single destination and be uninterrupted; <ul style="list-style-type: none"> - other activities connected to the project can be held in different places within the same country, as long as they are brief and relevant to the project's objectives. <p>Dates and duration</p> <p>Grantees:</p> <ul style="list-style-type: none"> ▪ can adapt the dates of their project as long as the duration (number of project implementation days) agreed in the grant agreement stays the same. ▪ must finalise their project <u>no later than 30 April 2025</u>.
End of mobility project	<p>Grantees must:</p> <ul style="list-style-type: none"> ▪ return to their place of residence after the implementation of the project; <ul style="list-style-type: none"> - they can return to their place of legal residence up to 15 days after the implementation of their project. ▪ submit the activity report up to 30 days after finishing the project's implementation.

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

Grantees must implement the project in a **destination where there is no serious threat to safety and security**.

Grantees remain fully responsible for their own security and safety, and undertake the mobility project at their own risk.

Culture Moves Europe recommends all grantees to:

- stay informed regarding issues of security and safety in the destination country and look for **travel advice**.
- notify/register with their Ministry of Foreign Affairs before starting their mobility project.
- obtain **travel insurance**. The Goethe-Institut does not offer additional support to cover this cost.

If there is a serious threat to safety and security in the country where applicants are legal residents, grantees **can request** a virtual project directly at the application stage³.

If there is a serious threat to safety and security in the destination, grantees **must request** a virtual project directly at the application stage⁴ (see section 4.2 of the third Call for Individual Mobility, available on the [website](#)).

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.

Changes must be requested and approved by the Culture Moves Europe team in advance, and may lead to a 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.

Possible causes for project changes	
Force majeure	<p>An amendment to the grant agreement is required in cases of force majeure and serious personal circumstances, which are:</p> <ul style="list-style-type: none">▪ unforeseen exceptional circumstances beyond control that prevent the fulfilment of the grant agreement, and thus the implementation of the project. It includes:<ul style="list-style-type: none">- national restriction on freedom of movement related to health crisis, war/major political crisis, and natural disasters;- unexpected circumstances for the grantee or their family members (pregnancy, death, major illness). <p>The consequences of force majeure and serious personal circumstances are regulated in detail in the grant agreement.</p>
Unavoidable changes due to an unforeseeable situation	<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.

³ This provision applies in cases where the applicant is based where, for example, restriction of movement is in place as a result of a threat to safety and security.

⁴ This provision applies in cases where the responsible Ministry of Foreign Affairs has advised against travel to the destination, or similar.

1.5. End of the mobility project: activity report

1.5.1. The activity report

The activity report is a short questionnaire on the Goethe-Application Portal which must be filled in by the grantees after implementation of the project.

It will be available on the grantee's Goethe-Application Portal account approximately one month after the Culture Moves Europe team receives the signed grant agreement. Grantees can always access their activity report under the "Reports section" on the Goethe-Application Portal.

The activity report includes:

- a set of questions about the project (development, achievements, personal learnings, measures taken on environmental sustainability etc.);
- a set of documents to be uploaded, proving the travel and implementation of the project.

1.5.2. When and how to submit the activity report

The activity report must be submitted:

- online, on the grantee's account on the Goethe-Application Portal;
- within a maximum of 30 days after the implementation of the project, and it must include proof of return to their place of legal residence.

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.

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. The Culture Moves Europe team **does not send reminders** about the activity report.

The latest reporting day is 31 May 2025 (23:59:59 CEST). After this date, no report will be accepted.

1.5.3. Documents to be submitted in the activity report

To prove that the mobility project took place, grantees (including all group members via the group leader) must upload a set of documents specified in the table below.

- 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** (e.g. GARCIA_Anna_portfolio.pdf)

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

Mandatory documents to be provided in the activity report

Proof of transportation

To be uploaded: proof of transportation from the place of legal residence to the destination, and back to their place of legal residence.

The documents must clearly indicate dates, names, complete travel itinerary from the place of departure to the destination, and back.

- e.g. train, bus, ferry or airplane ticket/boarding pass; gas/toll tickets; car-sharing confirmation.

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, etc.

For group projects: proof of transportation must be submitted for each group member.

<p>Proof of stay in the destination country</p>	<p>To be uploaded: documents that prove the stay in the destination country throughout the complete duration of the project implementation.</p> <p>It must clearly indicate <u>dates, names, and location</u>.</p> <ul style="list-style-type: none"> - 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. <p>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.</p> <ul style="list-style-type: none"> - However, grantees should keep all invoices in case they are requested at the reporting stage. <p>For group projects: proof of stay in the destination country must be submitted for each group member.</p>
<p>Proof of project implementation</p>	<p>To be uploaded: a signed letter from the international partner <u>and</u> five files to document the mobility project.</p> <p>Grantees must upload:</p> <ol style="list-style-type: none"> 1) A signed letter 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. 2) 5 files (documents and/or photos chosen by the grantee) that complement the questionnaire and document the mobility project. <ul style="list-style-type: none"> - E.g. event programme, travel and project implementation photos, environmental sustainability highlights, etc. <p>This information is optional:</p> <ul style="list-style-type: none"> ▪ Relevant weblinks (social media, website, article, etc.).

Mandatory documents to be provided in the activity report, if applicable	
<p>Proof of accessibility support (if applicable)</p>	<p>To be uploaded: the receipts for costs incurred for individual needs, according to the budget previously provided.</p> <p>For group projects: proof of disability must be submitted for each group member, if applicable.</p>
<p>Proof of top-ups (if applicable)</p>	<p><u>Top-ups cannot be requested after the application has been submitted.</u></p> <p>The top-ups requested at application stage are paid in the 2nd instalment, after the relevant submitted documents in the activity report are checked.</p> <p>For group projects: proof of top-ups must be submitted for each group member, if applicable.</p>

Mandatory documents to be provided in the activity report, if applicable

Grantees must provide the following documents, if applicable:

- **Green mobility top-up**

To be uploaded: Round-trip tickets for travel via green means of transportation clearly indicating names, place of departure and place of destination.

It is granted if:

- the grantee travels only through sustainable means of transportation, which means all types of transport **except airplane**;
- **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;
- the one-way distance between the place of legal residence and the place of destination on a straight-line basis is 600 km or more.

- **Visa top-up**

To be uploaded: any document proving visa processing.

- E.g. proof of payment, stamped visa, or letter of acceptance.

- **Family top-up**

To be uploaded: 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.

- **OCT/OR top-up**

To be uploaded: round-trip tickets for travelling to/from OCT/ORs clearly indicating names, place of departure and place of destination.

1.5.4. Exception: activity report for virtual project

Mandatory documents to be provided in the activity report for virtual projects	
Proof of virtual project implementation	<p>To be uploaded: documents that prove that the virtual project took place.</p> <ul style="list-style-type: none"> - E.g. a timeline of the project, email exchanges, screenshots from online meetings, event programme, pictures, etc.
5 Pictures	<p>To be uploaded: 5 pictures related to project research and activities, creation process and/or work with the international partner.</p>
Proof of collaboration with international partner	<p>To be uploaded: documents that prove that the project was implemented together with the international partner.</p> <ul style="list-style-type: none"> - E.g. letter from the international partner, certificate of participation, etc.

<p>Proof of family top-up (if applicable)</p>	<p>To be uploaded: document(s) that proves the custody of a child below the age of 10 during the implementation of the mobility project.</p> <ul style="list-style-type: none"> - E.g. birth certificate, family book, child's identity card, legal guardian's document, etc. <p>The family top-up is the only top-up available for virtual projects and cannot be requested after the application has been submitted.</p>
<p>Proof of accessibility support (if applicable)</p>	<p>To be uploaded: Grantees must provide the receipts for costs incurred for individual needs, according to the budget previously provided.</p>

1.5.4. Verification of the activity report and balance payment

After verification and approval of the activity report, the Goethe-Institut 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 will have to recalculate the overall mobility grant and adapt the balance payment accordingly.**
- If grantees fail to comply with the conditions mentioned in the grant agreement and its annexes, they may be requested to reimburse undue received amounts.

2. Mobility grant: calculation and payment

2.1. Calculation of the mobility grant

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:

- daily allowance to contribute to accommodation, subsistence and other daily expenses during the implementation of the project. The travel time is not counted and so there is no daily allowance for the days of travel.
- 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.

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

2.2. Payment of the mobility grant

The grant is paid in euros across **two instalments** to the account mentioned in the grant agreement (see [section 1.2.](#))

All costs of transfer of the grant instalments between the bank accounts of the Goethe-Institut 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	
First payment	<p>The first payment is processed within 30 days <u>after</u> the Culture Moves Europe team receives the grant agreement signed by both parties⁵.</p> <ul style="list-style-type: none">▪ 75% of the travel and daily allowance.▪ 75% of the accessibility support (if applicable)
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> <ul style="list-style-type: none">▪ 25% of the travel and daily allowance.▪ 25% of the accessibility support (if applicable).▪ 100% of the requested top-ups (if applicable). <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>

⁵ Due to legal reasons and depending on the countries involved, payment of the two instalments may take slightly longer.

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 logos and/or text 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 grant agreement.

3.1.2. Use of social media channels

If grantees use social media, they're invited to **tag Culture Moves Europe and Creative Europe** and **use the hashtags** #CultureMovesEurope; #PushBoundaries #CreativeEurope.

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

The Culture Moves Europe team regularly re-shares grantees' content on social media. Only content that has the Culture Moves Europe tag and the correct hashtags will be re-shared with the corresponding credits.

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 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 have questions related to the *accessibility support*, the accessibility of this document or the Goethe-Application Portal, please contact us at culturemoveseurope@goethe.de.

A member of the Culture Moves Europe team dedicated to ensuring accessibility will support you.

Annex 1: Glossary

A&CP: artists and cultural professionals (including, for example, producers, curators, cultural managers, art technicians, etc.).

Accessibility support: additional financial support for grantees with a disability⁶, to help cover specific extra costs connected to the travel to/from the destination and/or the project implementation. The accessibility support can be requested for both virtual and mobility projects. The budget is agreed with the Culture Moves Europe team, based on individual needs.

Applicant: the person applying for a mobility grant to implement a mobility project. The applicant can be an individual or a group of 2 to 5 applicants.

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, which has to be submitted by the selected applicant (called 'grantee') after they return to their place of residence after the implementation of their project. The report includes a questionnaire and involves uploading a set of documents proving travel to and from the destination and implementation of the project (e.g. travel tickets, proof of stay, proof of implementation, etc.).

Call for Individual Mobility: official document and announcement inviting artists and cultural professionals to apply for a Culture Moves Europe Individual Mobility grant. The conditions, rules, definitions and deadlines mentioned in the call document are legally binding.

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, Kosovo⁷, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Tunisia, and Ukraine.

Creative Europe programme: a European-funding programme that supports 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, to support with expenses such as accommodation, meals, etc. During final reporting, the grantee has to prove they were in the destination country for the duration stated in the grant agreement.

Environmental sustainability: is the responsibility to conserve natural resources and protect global ecosystems to support health and wellbeing, now and in the future. There is scoring for projects that consider how they can reduce their environmental impacts when undertaking their mobility project. This can include considering travel, material and equipment, waste, food and the overall theme and message of the work.

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 circumstances for the grantee or their family members (pregnancy, death, major illness).

⁶ Culture Moves Europe acknowledges that many deaf people reject inclusion within a description of disability, instead identifying as part of a marginalised language group.

⁷ 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.

Family top-up: extra financial support of 100 euros to support applicants with custody of children who are below the age of 10 during the mobility project, and regardless of the number of children. It can be requested for both virtual and mobility projects.

Goethe-Application Portal (GAP): online platform of the Goethe-Institut where applicants submit their applications and activity reports, communicate with the Culture Moves Europe team, etc.

Goethe-Institut: 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, in agreement with the European Commission. The Culture Moves Europe team is working for the Goethe-Institut.

Grant agreement: legally binding contract (including obligations, duration, payment terms, etc.) between the Goethe-Institut and the selected applicants.

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

Grantee's Handbook: legally binding document that collects all information for selected applicants. It covers everything from the preparation of the mobility project to the reporting phase, including communication rules.

Green mobility top-up: extra support of 350 euros, tied to the travel allowance, to encourage artists and cultural professionals to use a means of transport other than airplane, contributing towards the additional costs in terms of time and money. To be eligible, applicants must be travelling 600km or more (measured one-way on a straight-line basis, between place of residence and destination), and travelling green both ways.

Group leader: the group leader submits the application (and supporting documents) for the entire group, with power of attorney for all group members. If selected, the group leader is the main contact point with the Culture Moves Europe team.

Group member: member of a group project. All group members are contractual partners of the Goethe-Institut themselves but authorise 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 guide them in their project implementation. The international partner 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.

Hybrid mobility project: exceptional option which includes both physical mobility to the country of destination and a virtual component while based in the grantee's place of residence. It is offered in specific situations: applicants, who due to a disability, can only partially carry out their project abroad; and applicants facing force majeure or serious personal circumstances. The budget must be agreed with the Culture Moves Europe team, based on virtual and mobility days.

Mobility grant: amount received by the grantee, made up of a travel and a daily allowance. Extra top-ups can be added to it.

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

Monthly deadline: during the rolling call period, there is a deadline on the last day of each month. After this deadline, all applications received in that month are processed and evaluated. The best applications are then selected for funding, taking into consideration the evaluators' scores, the overall available budget, geographical, and sectoral balance, as well as other inclusion aspects.

Non-formal learning: education that is intentional and planned by an education provider as an addition, alternative and/or complement to formal education as part of lifelong learning. It caters to people of all ages, may be short in duration and/or low intensity, such as short courses, workshops or seminars. It leads mostly to qualifications that are not recognised by the relevant national or sub-national education authorities or it could lead to no qualifications at all. For more information: [read this Recommendation of the Council of the EU](#).

Outermost Regions (OR): some EU member states have part of their territory located in areas that are remote from the continent of Europe. These regions are: 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. They are: Greenland (Denmark), French Polynesia (France), French Southern and Antarctic Territories (France), New Caledonia (France), Saint Barthelemy (France), St. Pierre and Miquelon (France), Wallis and Futuna Islands (France), Aruba (Netherlands), Bonaire (Netherlands), Curaçao (Netherlands), Saba (Netherlands), Sint Maarten (Netherlands), Sint Eustatius (Netherlands).

OCT/OR top-up: additional financial support of 150 euros to support artists and cultural professionals 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.

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

Top-ups: additional funding a grantee can receive under specific conditions. 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: the fee a grantee receives to contribute to the travel costs between their place of residence and the destination, and back to their place of residence. The amount is 350 or 700 euros, depending on the travel distance, but can be complemented by top-ups, depending on specific circumstances.

Visa top-up: extra financial support of 80 euros to support artists and cultural professionals with expenses connected to a visa application.

Virtual project: exceptional option offered in specific situations. These include: applicants who, due to a disability, are unable to carry out their project abroad; applicants residing in or planning to go to a destination where there is a serious threat to safety and security; and applicants facing force majeure or serious personal circumstances.

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