



CULTURE MOVES EUROPE

Individual Mobility Action

Call for Individual Mobility

Third call from 1st August 2024 to 30th November 2024 23:59:59 CET

Culture Moves Europe

Culture Moves Europe provides mobility grants for artists and cultural professionals in all 40 Creative Europe countries. It covers the sectors of architecture, cultural heritage, design and fashion design, literature, music, performing arts, and visual arts.

The scheme consists of two action lines:

- 1) **Individual Mobility Action:** for individuals and groups of up to 5 artists and cultural professionals.
- 2) **Residency Action:** for legal entities to host between 1 and 5 artists and cultural professionals¹.

What is the goal of the Individual Mobility Action?

The Individual Mobility Action of Culture Moves Europe provides financial support to **artists and cultural professionals (A&CPs)** who wish to carry out a mobility project in another Creative Europe country, in collaboration with an international partner (either an organisation or an individual).

Through this action, Culture Moves Europe aims to support artists and cultural professionals to develop their careers internationally, learning and cooperating beyond borders. Applicants are free to **choose who they want to work with, as well as the outline and goals of their project.**

The mobility grant is calculated for each artist and cultural professional and contributes to:

- **Travel costs** from the place of residence to the destination (and back to place of residence);
- **Daily expenses** during the project implementation in the country of destination.

In addition, the scheme can also provide **extra top-up funding and support for artists and cultural professionals who:**

- have additional costs to carry out the project due to a disability;
- will travel to or from Overseas Countries and Territories (OCTs) or Outermost Regions (ORs);
- have custody of children below the age of 10 at the time of the mobility project.
- will use sustainable means of transport.

Culture Moves Europe encourages sustainable practices and diversity and ensures gender, geographical and sectoral balance. Emerging artists and cultural professionals, as well as applicants with a disability, receive special attention.

To take part in this action, you must apply for the Third Call for Individual Mobility, as outlined below.

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

¹ The next Call for Residency Hosts is expected as from mid-2025.

Contents

1. Glossary	2
2. Checklist	5
3. Eligibility criteria	6
3.1. Eligible applicants: who can apply?	6
3.2. Eligible mobility projects: what are the conditions?.....	7
3.3. Special conditions for group projects	12
3.4. Eligible applications: <i>how and when to apply?</i>	13
4. Grant calculation	16
4.1. How is the grant calculated?.....	16
4.2. Exception: Virtual Projects	18
5. Assessment process and selection criteria	19
6. Selected? What's next?!	21
7. Data Protection	22

Timeline

- **Opening of the Call for Individual Mobility:** 1 August 2024
- **Monthly deadlines running from 1 August 2024 to 30 November 2024 23:59:59 CET:**
 - **August deadline:** 31 August 2024 at 23:59:59 CEST
 - **September deadline:** 30 September 2024 at 23:59:59 CEST
 - **October deadline:** 31 October 2024 at 23:59:59 CET
 - **November deadline:** 30 November 2024 at 23:59:59 CET

Note that each applicant can **apply only once** to this call, and so to **only one** monthly deadline.

- **Notification of results:** 6 to 8 weeks after the monthly deadline.
- **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 from the selected applicant.

After sending back the grant agreement to the Goethe-Institut, selected applicants can start traveling 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).

Disclaimer

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

Only complete applications that are submitted on the Goethe-Application Portal (GAP) and follow the criteria explained in this call are eligible.

Applications will be considered ineligible if required information fields are empty, completed with the wrong type of information (wrong data type), the required documents are not uploaded, or if they are shared in any other way than uploaded directly to the Goethe-Application Portal. Documents shared via WeTransfer, Dropbox, attached to emails, etc., are not accepted.

Version of the Call: 08/10/2024 | The current updated version of the call is always available on the Culture Moves Europe [website](#).

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 disability², 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.

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.).

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.

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, Kosovo³, 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.

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.

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).

² Culture Moves Europe acknowledges that many deaf people reject inclusion within a description of disability, instead identifying as part of a marginalised language group.

³ 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.

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: a member of a group project. All group members are applicants and 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.

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.

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.

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.

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

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

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.

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.

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

2. Checklist

Your application is eligible if you or, if applying as a group, all group members:

- Apply for yourself, either as an individual artist or cultural professional, or as a group leader for a group of maximum 5 applicants;
- Are at least 18 years old;
- Are legal residents of a Creative Europe country or in one of the 9 Outermost Regions or 13 Overseas Countries and Territories;
- Have never received a Culture Moves Europe grant for the Individual Mobility Action;
- Submit a project that covers at least one of the 7 eligible sectors: architecture, cultural heritage, design and fashion design, literature, music, performing arts, and visual arts;
- Will implement a project in a Creative Europe country other than your country of residence, together with a person or an entity that has agreed to be your international partner in this country;
- Will be able to explore, learn, create and/or connect thanks to your project;
- Will start your mobility from your place of residence and come back to your place of residence after the project has taken place;
- Will implement your project in the destination country for a minimum of 7 days and a maximum of 40 days for an individual project, or 7 to 14 days for a group project, excluding travel time, and the project implementation will be uninterrupted;
- Will start your travel and the implementation of your project not earlier than 60 days from the monthly deadline for which you are applying, and not before you have sent back the signed grant agreement;
- Will finalise the implementation of your project in the country of destination no later than 30 April 2025;
- Will send your activity report after coming back to your country of legal residence up to one month after finishing your project.

To sum it up: you have one partner, one project, one destination!

Plus, you/all group members will submit all the necessary documents:

- An official document issued by the public authorities that proves your identity;
- A proof of legal residence on which your name and address clearly appear.
- A CV in English and in PDF format;
- Your artistic and creative portfolio in English and in PDF format;
- A proof of collaboration, signed and dated by your international partner, which clearly mentions: a brief description of the international partner, your name/all group members' names, the duration and expected start and end date of your project in the destination country and how you will collaborate.

3. Eligibility criteria

To be considered eligible, applicants for the Individual Mobility Action of Culture Moves Europe must:

- be entitled to apply ([section 3.1](#));
- have a mobility project which meets certain conditions ([section 3.2](#)), including for group projects ([section 3.3](#));
- submit an application in line with the requested timeline and format ([section 3.4](#)).

3.1. Eligible applicants: who can apply?

Applicant eligibility criteria	
Eligible artists and cultural professionals	<ul style="list-style-type: none"> • Individuals or groups of individuals (from 2 to 5 people); • Aged 18+; • From all educational backgrounds and levels of experience; • Active in the following sectors of the Creative Europe programme: architecture, cultural heritage, design and fashion design, literature, music, performing arts, and visual arts.
Eligible countries of legal residence	<p>Each applicant must be a legal resident in one of the 40 Creative Europe countries⁴:</p> <p>Albania, Austria, Armenia, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo⁵, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Tunisia and Ukraine.</p> <p>This includes the Overseas Countries and Territories and Outermost Regions of the European Union:</p> <p>Overseas Countries and Territories (OCT): 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 (The Netherlands), Bonaire (The Netherlands), Curaçao (The Netherlands), Saba (The Netherlands), Sint Maarten (The Netherlands), Sint Eustatius (The Netherlands).</p> <p>Outermost Regions (OR): French Guiana (France), Guadeloupe (France), Martinique (France), Mayotte (France), Reunion Island (France), Saint-Martin (France), Azores (Portugal), Madeira (Portugal), Canary Islands (Spain).</p>

⁴ **Disclaimer:** In accordance with the EU Council Regulation 2022/576, Article 5l, it shall be prohibited to provide direct or indirect support, including financing and financial assistance or any other benefit under a Union, Euratom or Member State national programme and contracts within the meaning of Regulation (EU, Euratom) 2018/1046, to any legal person, entity or body established in Russia with over 50 % public ownership or public control.

⁵ 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.

Applicant eligibility criteria	
Former applicants to Culture Moves Europe	<p>Applicants (individuals or group leaders/members) <u>can only receive one mobility grant</u> under the Individual Mobility Action, between October 2022 and April 2025.</p> <p>Applicants can (re)apply if:</p> <ul style="list-style-type: none"> • they have applied to a previous Call for Individual Mobility and were not selected (first call 2022-2023 and second call 2023-2024). • Have already received a grant through the Culture Moves Europe Residency Action, either as Residency Host or Participating artists and cultural professionals. • Have not applied yet to the Third Call for Individual Mobility running from 1 August 2024 and 30 November 2024. • Have previously received an <i>i-Portunus</i> mobility grant.
Considered <u>not</u> eligible	<p><u>Applications which do not fulfil the previous points, including:</u></p> <ul style="list-style-type: none"> • applicants who are exclusively active in the audio-visual sector; • current evaluators of the Culture Moves Europe Pool of Experts for Individual Mobility; • staff members of the Goethe-Institut; • staff members of the institutions and agencies of the European Union.

3.2. Eligible mobility projects: what are the conditions?

To apply to Culture Moves Europe, applicants must have a mobility project, which includes three elements:

- One destination
- One project
- One international partner

The mobility project includes the travel and the project implementation in the destination country. 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.**

Artists and cultural professionals can only start their mobility project (travel and project implementation), 60 days from the monthly deadline, **and** not before the Goethe-Institut receives the signed grant agreement from the selected applicant.

a. Destination eligibility criteria

From one country to another country

Culture Moves Europe supports mobility between Creative Europe countries.

Applicants must:

- **start their travel from their place of legal residence**, which must be within a Creative Europe country;
 - artists and cultural professionals can start their travel up to 15 days before the start of the project implementation.
- go to a destination which must be in a **different Creative Europe country** than their country of legal residence;
- implement the project in **a single destination and uninterruptedly**. Other activities connected to the project can be held in different places within the same country, so long as they are brief and relevant to the project's objectives;
- **return to their place of residence** after the implementation of the project.
 - artists and cultural professionals can return to their place of legal residence up to 15 days after the implementation of their project.

Failure to comply with these rules will lead the Goethe-Institut to either reduce the grant or initiate complete reimbursement proceedings.

Eligible countries and places of destination

The destination must be in:

- a Creative Europe country;
- including the Overseas Countries and Territories (OCT) and Outermost Regions (OR) of the European Union.

The full list of eligible countries and territories is available in [section 3.1](#), and in the [Glossary](#).

The project must take place in a **destination where there is no serious threat to safety and security**.

- Applicants are encouraged to stay informed regarding issues of security and safety in the destination country through the Ministry of Foreign Affairs of their own country and are encouraged to obtain travel insurance. The Goethe-Institut does not provide any additional information and financial support to cover costs related to travel insurance.

a. Destination eligibility criteria

Virtual and hybrid mobility projects

Virtual or hybrid mobility projects are not supported, except in three specific situations:

Applicants with a disability

Applicants (including group members) who, due to a disability, are unable to implement their project abroad, *can* request a virtual project directly at the application stage. The possibility of a hybrid mobility project can be agreed with the Culture Moves Europe team.

Serious threat to safety and security

If there is a serious threat to safety and security in the country where applicants are legal residents, applicants **can request** a virtual project directly at the application stage⁶.

If there is a serious threat to safety and security in the destination, applicants **must request** a virtual project directly at the application stage⁷.

Force majeure and serious personal circumstances

Selected applicants facing *force majeure* or serious personal circumstances after signature of the grant agreement may agree with the Culture Moves Europe team to shift to a virtual or hybrid mobility project.

For more information on the three specific situations, see [section 4.2](#).

Considered not eligible

- Applications which do not fulfil the previous points.

b. Project eligibility criteria

Eligible sectors

Applicants must implement a project in one of the eligible sectors: architecture, cultural heritage, design and fashion design, literature⁸, music, performing arts and visual arts.

Eligible project objectives

Each project must pursue two of the following objectives:

- **To explore:** to conduct creative and artistic research, to investigate, draw inspiration and work on a specific theme or a new concept.
- **To create:** to engage in a creative process seeking to produce a new piece of artistic/cultural work;
- **To learn:** to enhance competences and skills through non-formal learning⁹ or collaboration with a specialist.
- **To connect:** to develop a professional network, to strengthen professional development, to engage with new audiences.

⁶ This provision applies in cases the applicant is based where, for example, restriction of movement is in place as a result of a threat to safety and security.

⁷ This provision applies in cases where the responsible Ministry of Foreign Affairs has advised against travel to the destination, or similar.

⁸ Literature includes works of fiction, irrespective of their literary genre, such as novels, short stories, theatre and radio plays, poetry, comics, and youth literature.

⁹ See glossary.

b. Project eligibility criteria

Values of the European Union	<p>The values of the European Union are at the core of Culture Moves Europe.</p> <p>Applicants, selected grantees and any project implemented under the Individual Mobility Action must fully respect the EU values of human dignity, freedom, democracy, equality, rule of law and respect for human rights, including the rights of persons belonging to minorities¹⁰.</p> <p>Any discrimination based on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation shall be prohibited.</p>
Duration of project implementation	<p>The project duration is the number of days spent in the destination country to implement the project. It is the basis for calculation of the daily allowance (see section 4).</p> <p>The duration requested must be justified and last:</p> <ul style="list-style-type: none">• between 7 and 40 days for individual projects;• between 7 and 14 days for group projects. <p>The implementation of the project in the destination country must be uninterrupted, which means that segmenting the implementation of the project into different periods is not accepted.</p> <p>The selection of projects is divided into three duration categories and estimated as follows:</p> <ul style="list-style-type: none">• Approximately 70% for short-term projects (7 to 14 days)• Approximately 23% for medium-term projects (15 to 21 days)• Approximately 7% for long-term projects (22 to 40 days)
Start and end date of project implementation	<p>The earliest start of travel and project implementation is 60 days from the monthly deadline¹¹, and not before the Goethe-Institut receives the signed grant agreement from the selected applicant.</p> <p>All projects must be finalised no later than 30 April 2025.</p> <p>Artists and cultural professionals must submit the activity report up to one month after finishing the project's implementation.</p>

¹⁰ As stated in the article 2 of the Treaty of the European Union [EUR-Lex - 12012P/TXT - EN - EUR-Lex \(europa.eu\)](#), and the principles enshrined in the Charter of Fundamental Rights of the European Union, particularly the Article 217 [EUR-Lex - 12012P/TXT - EN - EUR-Lex \(europa.eu\)](#)

¹¹ For example: if you are applying on the 20 October 2024, the monthly deadline is the 31 October 2024. The earliest starting date for the mobility is the 30 December 2024.

b. Project eligibility criteria

Considered
not eligible

Applications which do not fulfil the previous points.

A Culture Moves Europe mobility grant cannot be awarded:

- retrospectively for actions and projects that start before the relevant earliest start date, or are already completed;
- for projects exclusively covering the audiovisual sector, connected to the film industry and with the aim of being prominently displayed in public on different media, such as TV, cinema, paid streaming or gaming platforms.
- for literature projects focusing on non-fiction works. This includes: autobiographies, biographies, or essays without fictional elements; tourist guides; leisure and personal development-related works; and scientific and academic works (including the humanities, social and other sciences);
- for any project considered as part of formal learning and/or directly contributing to an academic degree (including post-graduate qualification);
- to purely fund travel for applicants to present their previously created work in a professional setting (exhibition, concert, performance, vernissage);
- to applicants who are already receiving EU financial support contributing to travel, or daily expenses (such as accommodation and meals) for the same project and same dates.

c. International partner eligibility criteria

Role of the
international
partner

The international partner agrees to invite the artists and cultural professionals and guide them through their project's implementation.

Eligible
international
partner

The international partner can be:

- an organisation or an individual
- must be legally registered and based in a Creative Europe country different from the country where the applicant(s) legally reside.

The applicant must provide a **proof of collaboration**¹² **from the international partner.**

Considered
not eligible

Applications which do not fulfil the previous points, including:

- applications which list the international partner as an applicant in the project.

¹² More info available in [section 3.4.1](#). An example of proof of collaboration is also available as an annex at the end of the call document.

3.3. Special conditions for group projects

Group projects must follow the exact same conditions mentioned above (see [section 3.1](#) and [section 3.2](#)). However, additional conditions also apply.

Special conditions for group projects	
Group project	A “group” is a fixed number of people (from 2 to 5 persons) with the same coherent group mobility project.
Group project duration	The duration requested must be justified and last between 7 and 14 days .
Group leader	<p>The group leader is part of the group project and is the main contact point with the Goethe-Institut and Culture Moves Europe team.</p> <p>The tasks of the group leader include:</p> <ul style="list-style-type: none"> • submission of the application on behalf of the group; • signature of the grant agreement and possible amendments; • receipt and distribution of the mobility grant among the group members via their individual bank accounts; • submission of the activity report at the end of the project.
Group members	<p>Each group member has a clearly identified role in the project. A member of the group cannot act as the international partner (organisation or individual).</p> <p>All group members must be implementing the project in the same place, at the same time and for the same duration¹³.</p> <ul style="list-style-type: none"> • Each group member must start the mobility in a Creative Europe country in which they can prove they legally reside, and return to their country of residence after the project implementation. • All group members can legally reside in different Creative Europe countries. • All group members must legally reside in a Creative Europe country different from the country of destination. • Travel dates can differ from one group member to another, as long as all group members are in the place of destination, working on the project, for the entire duration of the project implementation.
Are Considered <u>not</u> eligible	<p><u>Applications which do not fulfil the previous points.</u></p> <ul style="list-style-type: none"> • Individual artists and cultural professionals with the same project and same destination must apply as a group and not as several individual applicants. • Multiple separate applications from individuals or groups presenting the same project with the same destination will be considered ineligible. • If one or several group members have already received a Culture Moves Europe mobility grant, the entire group application will be ineligible.

¹³ Exception: [see section 3.2. table a.](#) (virtual and hybrid mobility project) which could apply to one or any of the group members.

3.4. Eligible applications: *how and when to apply?*

3.4.1. How to apply?

a. Application form	
Creation of an account	Applicants have to create an account and fill in the online application on the Goethe-Application Portal ¹⁴ .
Preparation of the application	<p>The online application has to be written and submitted by the individual candidates themselves (or the group leader in the case of a group application). Applications coming from other entities or people will not be accepted.</p> <p>Applications must be made using the application form for the current call (Third Call for Individual Mobility, 2024). Draft applications from previous calls cannot be used.</p> <p>Applications must include:</p> <ul style="list-style-type: none">• Details of applicants and mobility project¹⁵• Documents uploaded with correct title: SURNAME_Name_type of the document (e.g. BIBER_Faruk_CV.pdf)
Language	<p>Applications must be submitted in English (except some documents, see section 3.4.1. tables b and c).</p> <ul style="list-style-type: none">• The level of English is not evaluated or taken into consideration, but applications should be clearly written so that the external evaluators can understand the project.• Applicants are free to work with proofreaders (including friends or family!) and use online translation tools.
Submission of the application	<p>Applicants can edit and save the draft application before making a final submission. Draft applications can be worked on for the whole duration of the call.</p> <p>Once submitted, the application <u>cannot be changed</u>, and it will be evaluated only after the monthly deadline.</p>

b. Compulsory supporting documents	
Official National Identification Document	<p>To be uploaded: one document per applicant, in PDF format, in any language of the Creative Europe countries. In case of group applications: one document per group member.</p> <p>Explanatory note in English might be requested.</p> <p>Official document¹⁶ that proves one's identity. They are issued by the public authorities for various purposes such as work, taxation, healthcare and travel.</p>

¹⁴ <https://gap-online.goethe.de/en-US/register>

¹⁵ The application template is accessible on the website: <https://culture.ec.europa.eu/calls/third-call-for-individual-mobility-of-artists-and-cultural-professionals>

¹⁶ A document is considered official when delivered by official national authorities. Supporting official documents cannot be replaced by self-declaration or by sworn or solemn statements before judicial or administrative authorities, notaries of public officers.

b. Compulsory supporting documents

	<ul style="list-style-type: none">• It can be for example: national identity card, passport, residence permit.
Proof of legal residence	<p>To be uploaded: one document per applicant, in PDF format, in any language of the Creative Europe countries. In case of group applications: one document per group member.</p> <p>Explanatory note in English might be requested.</p> <p>The proof of legal residence is an official document which must <u>clearly indicate the name and the address in the country of legal residence</u> of the applicant/ each group member.</p> <ul style="list-style-type: none">• It can be for example: residence permit; electricity or water bills, national identity card or passport; refugee or humanitarian protection status; residence, etc... as long as <u>the name and address are clearly indicated</u>.• The address mentioned in the proof of legal residence and in the application form must be the same one.
Short Curriculum Vitae (CV)	<p>To be uploaded: One short CV per applicant, in PDF format, in English. In case of group applications: one document per group member. In case of group applications: one document per group member.</p> <p>A CV is a one/two-page document with a summary of personal information and contact details, relevant education, and professional experience.</p>
Artistic and creative portfolio	<p>To be uploaded: one portfolio per applicant and, for group projects, one for the whole group, in PDF format, in English.</p> <p>An artistic/creative portfolio focuses on the artistic and creative work. It includes examples of personal creations, projects, ideas, etc. <u>It is not a Curriculum Vitae</u>.</p> <p>For group projects: one single portfolio for the whole group is required, and it must combine the artistic work of each group member in one single document, even if the group members did not work together before.</p>
Proof of collaboration with the international partner	<p>To be uploaded: one document per applicant or, for group projects, one for the whole group, in PDF format, in English.</p> <p>The proof of collaboration with the international partner is a formal letter of invitation provided by the international partner confirming the collaboration with the applicant.</p> <p>The proof of collaboration must include:</p> <ul style="list-style-type: none">• brief description of the international partner;• name of the applicant (and each group member if group project);• brief description of the collaboration with the applicant/group;• duration of the project implementation and expected start and end dates;• date and signature of the international partner.

The Goethe-Institut will only allow the submission of applications that are complete, and which provide consistent information between the application form and supporting documents.

Applications will be considered not eligible if the required information fields are empty, inconsistent/incoherent, completed with the wrong type of information (wrong data type), the

required documents are not uploaded or if they are shared in any other way than uploaded on the Goethe-Application Portal. Documents shared via WeTransfer, Dropbox, attached to emails, etc. are not accepted.

For any **technical issue** when applying, applicants must contact the Culture Moves Europe team:

- via the *mail section* on the [Goethe-Application Portal](#).
- via email: culturemoveseuropa@goethe.de

3.4.2. When to apply?

Submission of applications	
Monthly deadlines	<p>The rolling call is open from 1 August 2024 until 30 November 2024, 23:59:59 CET.</p> <p>During the rolling call period, there is a monthly deadline on the last day of each month. The monthly deadlines are the following:</p> <ul style="list-style-type: none"> • August deadline: 31 August 2024 (23:59:59 CEST) • September deadline: 30 September 2024 (23:59:59 CEST) • October deadline: 31 October 2024 (23:59:59 CET) • November deadline: 30 November 2024 (23:59:59 CET) <p>In previous calls, the last monthly deadline was the most competitive, as many applicants were submitted that month. We encourage applicants to apply as soon as they can, and not to wait for the final deadline.</p>
One application per call	<p>Each applicant can be part of <u>only one application</u> (this includes as an individual, as a group leader or as a group member) <u>within this rolling call</u>, which runs from 1 August 2024 until 30 November 2024 at 23:59:59 CET.</p>
Considered not eligible	<p><u>Applications which do not fulfil the previous points.</u></p>

4. Grant calculation

Culture Moves Europe operates on a lump-sum approach, which means that the amount indicated in the grant agreement is granted regardless of the actual expenses.

The grant **contributes** to the costs connected to the mobility or virtual project. **It is not intended to cover all the expenses related to your project.**

The grant amount shown on the Goethe-Application Portal, at application stage, is indicative, and is calculated individually (including in the case of group applications).

The final amount is confirmed only after validation by the Culture Moves Europe team and will be stated in the grant agreement.

4.1. How is the grant calculated?

The financial contribution is made up of **two** components:

- the mobility grant (A)
- the top-ups and accessibility support (B)

The grant is calculated as described below.

A. Mobility Grant

A.1. Travel allowance

The travel allowance is a fixed amount that contributes to travel expenses for the journey between the place of legal residence and the place of destination and back to the place of residence.

The amount varies depending on the distance (in kilometres) from the place of residence to the place of destination. The calculation is made automatically on a one-way straight-line basis through a distance calculator in the application form.

Distance travelled:

under 5.000 km = 350 € fee

from 5.000 km = 700 € fee

For journeys below 600 km (calculated one-way on a straight-line basis), travelling by plane is not allowed, except in exceptional circumstances:

- the applicant has a disability that affects their ability to travel differently.
- the applicant's place of residence or place of destination is on an island which is only accessible via airplane.
- the applicant is facing a situation of *force majeure* or *serious personal circumstances*.

A.2. Daily allowance

The daily allowance is a fixed amount that contributes to daily expenses during the implementation of the project, in the destination country, for the requested duration.

- It can be for example: accommodation, food, local transportation, renting of equipment and materials, etc
- The project duration should be justified in relation to the project activities.

Per person:

75 € per day

B. Top-ups and accessibility support

The aim of the top-ups and accessibility support is to support the inclusion of people from various backgrounds and profiles.

Top-ups and accessibility support are based on individual circumstances. Applicants must provide supporting documents, either at application or reporting stage. The list of supporting documents is available in the *Grantee's Handbook* available on the [website](#).

B.1. Top-ups

There are 4 top-ups and they are paid at the end of the mobility, after submission of supporting documents and approval by the Goethe-Institut.

Green mobility top-up: 350€

To support those who choose sustainable means of travel from the place of residence to the place of destination and back to the place of residence. This includes all forms of transport except airplanes.

- It can only be granted for journeys of 600 km and above (distance calculated one way on a straight-line basis), and for eligible travel routes.

Overseas Countries and Territories and Outermost Regions (OCT/OR) top-up: 150€

For applicants whose place of residence and/or place of destination is an OCT or OR. A list of OCTs and ORs is available in the Glossary.

Visa top-up: 80€

For expenses connected to visa processing.

Family top-up: 100€

For applicants with custody of children below the age of 10 during the mobility project. This is a fixed amount regardless of the number of children.

B.2. Accessibility support

Accessibility support: budget to be agreed with the Culture Moves Europe team.

Additional financial support for grantees with a disability¹⁷, to help cover specific additional costs connected to the project implementation and/or the travel from the place of residence to the destination (and back).

- This can contribute to increased costs of accessible accommodation and/or travel, support workers, a Sign Language interpreter, etc.
1. At application stage:
 - applicants briefly explain their needs and provide an estimated budget.
 2. If the project is selected:
 - A proof of disability must be submitted (more info on the *Grantee's Handbook* available on the [website](#)).
 - Before agreeing on the final amount, the Culture Moves Europe team members in charge of accessibility will ask for further cost details (e.g. quotes from service providers) and may invite the applicant to consider national or local support in addition to that provided by Culture Moves Europe.

¹⁷ Culture Moves Europe acknowledges that many deaf people reject inclusion within a description of disability, instead identifying as part of a marginalised language group.

4.2. Exception: Virtual Projects and Hybrid Mobility Projects

Virtual and hybrid mobility projects are supported in three specific situations: see [section 3.2. table a](#) (virtual and hybrid mobility projects).

Budget for virtual project	
Daily allowance	<p>The daily allowance contributes to daily expenses during the implementation of the project, for the requested duration.</p> <ul style="list-style-type: none">E.g.: subsistence, connectivity, etc. <p style="text-align: center;">Per person: 35€ per day</p>
Top-ups and accessibility support	<p>Applicants can request:</p> <ul style="list-style-type: none">the family top-up.accessibility support. The amount will be agreed with the Culture Moves Europe team after being selected. <p>Applicants cannot request a travel allowance or the green mobility, visa and OCT/OR top-ups.</p>

The budget for hybrid mobility project will be agreed with the Culture Moves Europe team, based on the number of mobility and virtual days.

5. Assessment process and evaluation criteria

Following the monthly deadline, the assessment process lasts from approximately six to eight weeks and its timeline can be summarised as follows:

1. **Monthly deadline:** After each monthly deadline, applications are sent for evaluation.
2. **Assessment of applications:** Each application is checked for eligibility. Experts evaluate the eligible applications. Finally, the Jury selects the mobility projects to be funded.
3. **Notification of results:** All applicants receive their results via the Goethe-Application Portal within 6 to 8 weeks after each monthly deadline.

The assessment process has the following steps:

Assessment process	
Eligibility check	<p>The Culture Moves Europe team checks that the application is complete and complies with the eligibility criteria (see section 3).</p> <ul style="list-style-type: none"> • Applications which do not meet the eligibility criteria will be considered ineligible and receive a notification email. <p>Eligible applications are automatically sent for evaluation and do not receive any notification at this stage.</p>
Evaluation of applications	<p>Experts' evaluation grid (evaluation criteria)</p> <p>Relevance of the project (4/20 points)</p> <ul style="list-style-type: none"> ✓ The extent to which the project is related to the objectives and expected outcomes of the mobility scheme. ✓ Will the mobility allow the applicant to explore, create, learn and/or connect internationally? <p>Relevance of the mobility (5/20 points)</p> <ul style="list-style-type: none"> ✓ The extent to which the mobility is necessary to achieve the stated objectives (to explore, create, learn and/or connect). Could the same activity be carried out at a distance, or is physical presence and interaction necessary? ✓ Is the requested duration adapted to the objective of the project? ✓ How strong is the collaboration between the applicant and the international partner? <p>Quality of preparation (5/20 points)</p> <ul style="list-style-type: none"> ✓ Is the mobility sufficiently well planned and prepared to achieve the desired results? Does the project include a timeline of the activities and meetings to be developed and organised? ✓ For group applications, is the role of each group member in the project clearly defined? <p>Longer-term outcome (4/20 points)</p> <ul style="list-style-type: none"> ✓ How realistic is the desired outcome? ✓ Will the mobility lead to long-term opportunities? ✓ How will the mobility be beneficial for the career of the applicant? <p>Environmental sustainability aspects (2/20 points)</p> <ul style="list-style-type: none"> ✓ How does the applicant include environmental sustainability considerations in the project's planning, mobility and implementation?

Assessment process

Jury

The Jury, composed of a minimum of three people (representatives from the European Commission and the Goethe-Institut) selects the mobility projects to be funded. The Jury ensures the quality, impartiality, and coherence of the selection process.

Considering the budget available, the selected mobility projects should reflect on quality (evaluators' score and comments) and other criteria such as geographical and gender balance, sectors, emerging and established artists, and other inclusion aspects.

Culture Moves Europe will fund 6.000 mobility grants for individual artists and cultural professionals between October 2022 and July 2025. **Due to the available budget, the Individual Mobility Action is divided into three duration categories and the selection is estimated as follows:**

- Approximately 70% for short-term projects (7 to 14 days)
- Approximately 23% for medium-term projects (15 to 21 days)
- Approximately 7% for long-term projects (22 to 40 days)

Notification

Results (selected, not selected and reserve list) are sent to the eligible applicants via the Goethe-Application Portal, approximately 6 to 8 weeks after the monthly deadline.

6. Selected? What's next?!

Successful applicants are notified on the Goethe-Application Portal.

From grant agreement to final payment	
Grant agreement	<p>Following the positive notification email, the Goethe-Institut prepares the grant agreement. Priority will be given to mobility projects with the earliest starting dates.</p> <ul style="list-style-type: none"> The grant agreement is the main contractually binding document between the selected applicants and the Goethe-Institut. It defines the activities that will be done, the journey from the place of legal residence to the place of destination and back to the place of residence, the project duration, the budget, and all rights and obligations. Selected applicants have 15 days to sign and send back electronically the grant agreement to the Goethe-Institut. <ul style="list-style-type: none"> If the grant agreement is not signed and sent back within that period, the Goethe-Institut considers it as a rejection of the offer.
Project implementation	<p>Start of the project implementation</p> <p>The earliest start of travel and project implementation in the country of destination is 60 days after the monthly deadline for which the application was submitted <u>and</u> not before the Goethe-Institut receives the signed grant agreement from the selected applicant.</p> <p>Latest day to finalise the project implementation</p> <p>All grantees must finalise the implementation of their projects by 30 April 2025 at the latest.</p> <p>Changes to the mobility project</p> <p>Since the selection process is based on the information submitted with the application, changes to the mobility project will be highly restricted and must be requested and approved by the Culture Moves Europe team in advance. More information available in the Grantees' Handbook.</p>
Activity report	<p>Grantees have to submit an activity report on the Goethe-Application Portal within 30 days after the implementation of the project in the destination country. Activity reports must include proof of return to their place of legal residence.</p> <p><u>If the activity report has not been submitted within 30 days, the Goethe-Institut will request for a reimbursement of the entire grant.</u></p> <p>The latest reporting day is 31 May 2025 (23:59:59 CEST). After this date, no report will be accepted.</p> <p>The activity report has to include:</p> <ul style="list-style-type: none"> Results: the grantee must fill in a short questionnaire and explain in what ways the results of the mobility met their expectations. Proof of transportation, stay, and project implementation for the requested duration, through various supporting documents such as transport tickets, invoices, receipts, pictures and social media posts, etc. <ul style="list-style-type: none"> Grantees will not be asked to send receipts of all their expenses unless they contribute to proving their stay abroad. The list of requested proofs is available in the Grantees' Handbook.

From grant agreement to final payment

Payment

The grant is paid in **two instalments**, in Euro, to the account displayed in the grant agreement.

- Only personal bank accounts are accepted (company and organisation accounts are not allowed).
- For group applications, only the personal bank account of the group leader is accepted.

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.

First payment

The first payment is processed within **30 days after signature of the grant agreement** by both parties.

- 75% of the travel and daily allowance.
- 75% of the accessibility support (if applicable).

Balance payment

The balance payment is processed within **30 days after approval of the activity report** (including the supporting documents), by the Culture Moves Europe team.

It includes:

- 25% of the travel and daily allowance.
- 25% of the accessibility support (if applicable).
- 100% of the requested top-ups (if applicable).

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.

7. Data Protection

Applying to the call involves the recording and processing of personal data (such as name, address, CV, and any other personal data contained in the requested information and documents). Such data will be processed pursuant to Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (Data Protection Directive).

Unless indicated otherwise, any personal data requested to evaluate the application in accordance with the specifications of the call will be processed solely for that purpose by the Culture Moves Europe team and the external experts from the Culture Moves Europe evaluators' pool.

GETTING IN TOUCH WITH THE CULTURE MOVES EUROPE TEAM

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

Online

- Check the Frequently Asked Questions (FAQ) section on the [website](#).
- Attend one of the 'Culture Moves Europe Question Time for Individual Mobility! online events regularly organised to present this call and answer questions from future applicants.
- Check out the dates on social media (*Culture Moves Europe* on Facebook, Instagram, LinkedIn, and Twitter/X)!

By email

Due to the high amount of requests sent by email, only questions that are not specifically addressed in the call document or in the FAQ will be answered.

- If you have a Goethe-Application Portal account, you can send an email directly from [the Goethe-Application Portal](#).
- General email address: culturemoveseurope@goethe.de

For more general information on Culture Moves Europe, you may wish to contact the [Creative Europe Desk](#) in your country.

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 accessibility will support you.

Example of 'Proof of collaboration from the international partner'.

Document must be in English language.

**Name and address of
the international
partner**

Invitation to **the applicant's name / each group member** in case of a group application for the planned collaboration in the **destination** (place, country).

Description of the collaboration between the international partner and the applicant/group.

Duration and expected dates of the project in the destination country, as indicated in the application form.

Description of the international partner

Date

**Signature and/or
stamp of the
international partner**

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