



Creative Europe Programme (CREA)

Call for proposals

Organisation of the Day of European Authors
(EAC/S15/2024)

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EUROPEAN COMMISSION
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 EAC.D – Culture, Creativity and Sport
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CALL FOR PROPOSALS

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0. Introduction

This is a call for proposals for EU **action grants** in the field of **Culture** under the **Creative Europe Programme**.

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

- Regulation 2024/2509 ([EU Financial Regulation¹](#))
- the basic act (Creative Europe Regulation [2021/818²](#)).

The call is launched in accordance with the 2025 Annual Work Programme for the implementation of the Creative Europe Programme³ and will be managed by the **European Commission (DG EAC)**.

We invite you to read the **call documentation** carefully and in particular this Call Document, the Model Grant Agreement and the [EU Grants AGA — Annotated Grant Agreement](#).

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

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

¹ Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union (recast) ('EU Financial Regulation') (OJ L, 2024/2509, 26.9.2024).

² Regulation (EU) 2021/818 of the European Parliament and of the Council of 20 May 2021 establishing the Creative Europe Programme (2021 to 2027) (OJ L 189, 28.5.2021, p. 34).

³ Commission Implementing Decision C(2024)6503 of 18/09/2024 concerning the adoption of the work programme for 2025 and the financing decision for the implementation of the Creative Europe Programme.

- the AGA — Annotated Grant Agreement contains:
 - detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant (*including cost eligibility, payment schedule, accessory obligations, etc*).

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

1. Background

Creative Europe brings together actions supporting the European cultural and creative sectors.

The term '**cultural and creative sectors**' means all sectors whose activities are based on cultural values or artistic and other individual or collective creative expressions. The activities may include the development, the creation, the production, the dissemination and the preservation of goods and services, which embody cultural, artistic, or other creative expressions, as well as education or management, related to these activities. Those sectors include, inter alia, architecture, archives, libraries and museums, artistic crafts, audio-visual (including film, television, video games and multimedia), tangible and intangible cultural heritage, design (including fashion design), festivals, music, literature, performing arts, books and publishing, radio, and visual arts.

The **general objectives of the Programme** are:

- to safeguard, develop and promote European cultural and linguistic diversity and heritage.
- to increase the competitiveness and the economic potential of the cultural and creative sectors, in particular the audio-visual sector.

The objectives of the Programme take into account the dual nature of the cultural and creative sectors, recognising, on the one hand, the intrinsic and artistic value of culture and, on the other, the economic value of those sectors, including their broader contribution to growth and competitiveness, creativity and innovation. The objectives are pursued in a way that encourages inclusion, equality, diversity and participation, including, where appropriate, specific incentives that encourage the active participation in the cultural and creative sectors of people with disabilities, people belonging to minorities and people belonging to socially marginalised groups, including both the creative process and audience development; and gender equality, in particular as a driver of economic growth, innovation and creativity.

EU values being at the core of the EU programmes, beneficiaries and activities implemented within actions of the Creative Europe Programme have to respect the EU values, as reflected in Article 2 of the Treaty on European Union, and the rights and principles enshrined in the Charter of Fundamental Rights of the European Union, particularly Article 21: respect of human dignity, freedom, democracy, equality, rule of law, respect for human rights, non-discrimination based on sex, race, ethnic or social origins, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

Policy framework

Europe faces an unprecedented combination of challenges and opportunities: geopolitical instability and EU enlargement, the autonomy of industry and the single market, digital transformation, contributing to environmental sustainability, upholding

democracy and rule of law including media freedom and pluralism, and inclusion. The cultural and creative sectors are uniquely placed to contribute to addressing these challenges and tapping into these opportunities, whilst at the same time being affected by them.

Creative Europe will continue to support and underpin policy initiatives that are relevant to the cultural, creative and audiovisual sectors.

The Programme remains fully aligned with the overarching objectives of the Commission's 2018 [New European Agenda for Culture](#) and with the priorities and corresponding actions identified in the [EU Work Plan for Culture 2023-2026](#).

The [European Parliament own-initiative report on the implementation of the Creative Europe Programme 2021-2027](#), that positively assesses the Programme's effective implementation in 2021 and 2022 and its impact on the cultural and creative sectors, highlights the relevance of the Programme which attracts a high number of actors of the cultural and audiovisual sectors⁴.

In line with the European Parliament own-initiative legislative report '[EU framework for the social and professional situation of artists and workers in the cultural and creative sectors](#)' of 21 November 2023, further activities, such as thematic workshops, a platform on artists' and creative professionals' working conditions will be pursued and give insights on this question⁵.

CREATIVE EUROPE CONTRIBUTION TO OVERARCHING EU PRIORITIES

Creative Europe will play its role in contributing to the green and digital transitions and to strengthening social and economic resilience, by integrating these dimensions alongside the content creation and distribution.

Creative Europe contribution to the EU Greening efforts

In 2025, the Commission will continue looking into ways how environmental, sustainable, and proportional measures are effectively and efficiently introduced in Creative Europe actions, addressing the objectives of the European Green Deal, while respecting the core values of the Programme. The results of the study "[Greening the Creative Europe programme](#)", published in May 2023, may serve as an inspiration for culture and creative stakeholders.

This is aligned with the EU Work Plan for Culture 2023-2026 highlighting the need to stimulate the green transition of the cultural and creative sectors and providing for corresponding actions, including the set-up of an Open Method of Coordination (OMC) group of experts from both cultural and environmental-climate policies, which is expected to produce recommendations by the end of 2025.

The network of Green Contact Points in [Creative Europe Culture Desks](#), recently launched, was set up to help all stakeholders engaged in the implementation of the Culture strand of the Programme to strengthen their capacity in this respect.

Furthermore, in line with the **European Green Deal** and **Creative Europe's** ambition to support environmentally sustainable cultural practices as outlined in the

⁴ European Parliament resolution of 16 January 2024 on the implementation of the Creative Europe Programme 2021-2027 (2023/2003(INI)): [Texts adopted - Implementation of the Creative Europe programme 2021-2027 - Tuesday, 16 January 2024 \(europa.eu\)](#)

⁵ European Parliament resolution of 21 November 2023 with recommendations to the Commission on an EU framework for the social and professional situation of artists and workers in the cultural and creative sectors (2023/2051(INL)): [2023/2051\(INL\) - 21/11/2023 - EU framework for the social and professional situation of artists and workers in the cultural and creative sectors \(europa.eu\)](#)

study "[How Creative Europe aims to go green](#)", the European Commission has published a new document focused on the [quality assessment of green aspects in Creative Europe \(Culture Strand\) projects](#). This document offers valuable guidance for both applicants and evaluators, covering key concepts, essential questions, and basis to assess environmental sustainability aspects included in projects.

Inclusion and gender equality

Gender equality and social inclusion remain at the heart of the Creative Europe Programme, meaning that funded projects must address those topics in the design and implementation phases. In the assessment of proposals across all actions, a special focus is placed on the strategies put forth by applicants to guarantee social inclusion and gender balance.

The Programme aligns with the European Commission's Strategy for the Rights of Persons with Disabilities 2021-2030 and the Gender Equality Strategy spanning from 2020 to 2025. This commitment is reflected in various policy initiatives outlined in the 2018 New European Agenda for Culture, the Council's 2019–2022 and 2023-2026 Work Plans for Culture.

In this way, projects under the Creative Europe Programme will contribute to the [Commission equality strategies under](#) the Union of Equality initiative, on gender equality, anti-racism and fighting antisemitism, Roma strategic framework for equality, inclusion and participation, LGBTIQ equality and rights of persons with disabilities.

Digital transition

The way in which cultural content is created, produced, distributed, and disseminated is increasingly digital.

The acceleration in generative AI applications has raised new opportunities as well as concerns. In particular, it is of utmost importance that the training and deployment of these models is carried out in full respect of copyright. The provisions included in the [Artificial Intelligence Act](#) will support the enforcement of the EU copyright rules for the training of general-purpose AI models and will increase transparency about the training content. Furthermore, AI generated content will have to be labelled as such.

Meanwhile, artists, cultural professionals and creative companies and organisations need to position themselves to be ready to take advantage of the new opportunities of AI.

Stakeholders have highlighted how AI and data are facilitating new ways of creation, opening new markets and influencing the entire value chain e.g. transforming the creation, production, promotion, distribution and dissemination of content. There are also concerns related to the potential impact of automation and AI on jobs and skills, fairness and cultural diversity. Creative Europe funding, in particular on European Cooperation, skills and talent, innovative tools and cross-sectoral collaboration will be a catalyst for the sector to take up this technology.

Creative Europe will continue to support projects to accelerate the digital transition, to leverage the role that artists, creative and cultural professionals may play in shaping a fair and ethical digital environment aligned with European values and to foster innovative formats and experiences, tools, and applications.

The Programme will also be implemented in line with the values enshrined in the declaration on European Digital rights and principles declaration, which promotes a sustainable, human-centric vision for the digital transformation.

International relations

Following the Russian's war of aggression against Ukraine, Creative Europe launched specific actions to respond to the needs of Ukrainian cultural and creative sectors. These actions helped Ukrainian organisations to continue creating and showcasing Ukrainian culture, addressing the need of Ukrainians to have access to culture and of the cultural heritage to be preserved. In 2025, Creative Europe will continue supporting Ukrainian artists and cultural operators to showcase their work and support the Ukrainian displaced population in accessing culture in these extremely challenging times. The participation of Ukrainian organisations is therefore specifically encouraged for the following calls: "Circulation of European Literary Works" and "European Cooperation Projects".

Culture strand priorities

More specifically, projects supported by the Creative Europe Programme through its Culture strand will foster transnational cooperation among cultural and creative organisations and allow for the circulation and visibility of European works and the mobility of professionals of the cultural and creative sectors. At the same time, the Creative Europe Programme will encourage capacity-building within the European cultural and creative sectors and enhance their capacity to nurture talent, innovate to prosper and generate jobs and growth.

Furthermore, the Creative Europe Culture strand will continue to support societal resilience and enhancement of social inclusion in and through culture as well as democratic participation for all, including for people with disabilities, people belonging to minorities and people belonging to socially marginalised groups, as well as intercultural dialogue. And to support citizens democratic participation via cultural activities as the link between two was highlighted in the [report 'Culture and Democracy'](#), published by the European Commission in 2023.

Creative Europe support for the book and publishing sector

The objectives of Creative Europe programme in the book sector are to:

- enhance the competitiveness of the book value chain while improving working conditions of this sector's professionals (in particular translators),
- increase the cross-border circulation (translation and promotion) of European fiction literary works.

The programme also seeks to help reconnect the younger generation in particular to the richness of European literature and to reading promotion in general. In this framework, the European Commission launched the new initiative of the Day of European authors in 2023. In addition, policy actions such as Open Method of Coordination (on multilingualism & translation in 2020-2021⁶ and on libraries in 2024⁷) provide opportunities to discuss with the sector and with Member States, as well as provide political orientation on key issues of the book sector.

The first two editions of the Day of European Authors

The [Day of European Authors](#) is a Creative Europe initiative that celebrates European literature and encourages interest in reading. It inspires younger generations to explore the richness and diversity of European literature.

⁶ See the [Translators on the Cover](#) Report

⁷ Report to be published in 2025

The first edition was on 27 March 2023 when over 1 000 reading events took place in schools of the 27 Member States as well as a conference in Sofia, Bulgaria.

Building on the success of the 2023 edition, the second edition of the Day of European Authors was organised on 25 March 2024, this time involving the 40 Creative Europe participating countries; encouraging not only schools, but also bookshops, libraries and other cultural venues to organise reading events. As a result, almost 2, 000 events took place across these countries and beyond. A conference in Leuven brought together specialists and policy makers to exchange on reading promotion policies and foster collaboration between the book, education and reading promotion sectors.⁸

As for the first edition the European Commission directly implemented and coordinated the three following actions:

1. Reading events in schools, libraries, and bookstores

The Commission invited schools, bookshops, libraries, and other partners of reading promotion to organise events focused on European literature, books and authors. No financial support was given to them by the European Commission for the organisation of these events. The latter were an opportunity to discover European authors, share readings and book suggestions in the classroom.

2. Tour of European Authors

The Commission also financed a tour of **120 European authors** in secondary schools of the 40 Creative Europe countries to meet and discuss with young readers. Among the 120 authors, 24 authors travelled across border to meet an audience from another country adding a European dimension to the events. Thus, the authors were able to share their work, engage in readings, and facilitate discussions on their works or other contemporary authors. All authors were paid a fee and had their travelling and accommodation covered.

3. A conference in Leuven

In addition to the above, a **reading promotion conference** took place over two days, 25 and 26 March 2024, in Leuven, Belgium. The objective of the conference was **to foster collaboration between the book and the education sectors to tackle declining reading skills** and habits among young people. This conference explored many examples in Europe of how authors and book professionals can cooperate with teachers and schools to develop formal and informal ways of bringing books and literature closer to the young people including by facilitating (physical) encounters between authors and pupils. There were over 100 attendees from both sectors and many recommendations were made on how to tackle the decline in reading skills in Europe.

The conference clearly showed that reading skills are strongly linked to motivation; that the love of reading should be nurtured at an early age which requires involving book and education professionals, family and parents. There is therefore a need to deepen the collaboration and exchange between culture and education – i.e. between schools, teachers, authors/translators, publishers, librarians, booksellers and specialised reading promotion organisations or literary festivals/fairs - to develop more efficient teaching and reading promotion strategies, actions and methods.

More generally, European literature is a crucial element of our rich cultural heritage, and it is vital for younger generations to have easy access to it. Living authors, unlike

⁸ See also [the dedicated webpage](#)

machines, embody and promote both European literature and its values. Therefore, enabling pupils/young people to be in contact with them more often will help them discover European literature -as well as the book sector - while at the same time develop their love for reading and literacy skills.

The Day of European Authors initiative is a way to reach out to young people and provide them with an opportunity to meet and interact with living authors.

The Day of European Authors has the potential to evolve into a dynamic platform to promote European literature, foster cultural exchanges around European authors and develop literacy competences nurturing the next generation of readers across Europe.

2. Objectives – Themes and priorities – Activities that can be funded – Expected impact

Objectives

Following the successful first two editions of the Day of European Authors initiative in 2023 and 2024, the objective of the call is **to select the most suitable consortium of organisations** (multi-beneficiary) capable of developing and organising three editions of the Day of European Authors, in 2025, 2026 and 2027.

This initiative aims to

- Promote the diversity of European literature, encouraging reading and nurturing the love of reading among young generations in Creative Europe participating [countries](#).
- Foster the collaboration between the education sector (in particular primary and secondary schools and teachers), the book sector (authors, translators, publishers, librarians and booksellers), and the reading promotion organisations at local, national and European levels;
- Develop and implement a concrete mechanism to facilitate and financially support the organisation of meetings and exchanges–on European literature and reading- between authors and young people and/or parents in schools, libraries, bookshops and other venues.

NB : the focus of the action is the diversity of European literature :

- Linguistic diversity including translated literature from other European countries.
- Diversity of literary genres: novels, short stories, theatre and radio plays, poetry works, comics or youth and children literature.
- Diversity of formats and usages: paper books, ebooks, audiobooks... etc

Themes and priorities (scope)

Projects should propose a concept combining **one-day celebration and year-long mechanism** to address all the three following priorities:

Priority 1: **a Europe-wide celebration event to promote the diversity of European literature and reading** including a strong communication campaign across Creative Europe countries involving key decision makers and relays of information. The communication campaign should target and reach out to schools, libraries, bookshops, and other cultural venues to encourage them to organise reading activities on a voluntary basis. Those events should take place around a given date and can take any form depending on the event organisers.

Priority 2: a European “author in school” pilot mechanism to facilitate and co-finance meetings and exchanges between European authors (or translators), young people and/or families during the school year. The mechanism can include authors visiting schools but also libraries, bookstores or other publicly accessible places, where not only classes but also families can attend those events. All types of schools should be able to benefit equally from the initiative “author in school” and in particular schools in disadvantaged or remote areas or with a high percentage of pupils from socio-economically disadvantaged, minority or migrant backgrounds to motivate them to participate in the scheme.

The action should bring a European added value by complementing existing local or national mechanisms and/or targeting countries where such mechanisms are not in place. The mechanism should include a European dimension through for instance the choice of themes, books, authors and/or by involving writers travelling to a different country from where they are usually based. These encounters could also take place online. The tour should ideally kick-off on the date chosen for the celebration event (priority 1). The principle of fair remuneration of authors should be respected.

Priority 3: Capacity building – the project should serve as platform for mutual learning on the promotion of European literature and reading. It should reinforce networking between reading promotion organisations in Europe but also help and stimulate the collaboration between the book, education and reading promotion sectors and across Creative Europe countries.

Activities can include conferences, seminars or a different format (e.g., workshop, peer learning) to share knowledge and practices (engagement of policymakers, making a political commitment to tackle the issue)⁹. This action can serve as a launch event or a stocktake event where policymakers and stakeholders meet.

In addition, applicants must describe in their application how, in the design and implementation of their projects, they intend to contribute **to the EU Overarching priorities** (as described in section 1-Background) and how reading promotion activities can take into account the green and digital transition and respond to the priority of inclusion and gender equality and international dimension.

The above mentioned activities should be done in consultation with the Commission to reinforce the efficiency and reaching out the actions and create synergies with ongoing or future Commission initiatives in the field of education, literacy, reading and culture.

Activities that can be funded (scope)

- Reading promotion activities such as reading events including visits of European authors in schools, bookshops, and libraries.
- Capacity building activities at European level on reading promotion and discovery of European literature (good practice sharing, networking, conference).
- Communication, and project management.

⁹ See more information on the 2024 conference linked here: [2024 Day of European Authors Conference - Culture and Creativity \(europa.eu\)](https://europa.eu/culture-creativity)

Expected impact

At the end of the 3 year grant agreement, it is expected that:

- The Day of European Authors is an established European literature and reading promotion event in the Creative Europe countries.
- The number of reading events (self-organised and self-financed by schools, libraries and bookshops) has gradually increased - from the 2000 registered events in 2024 (second edition) to 10 000 in 2027 - and events are well distributed geographically over the Creative Europe countries.
- A scalable “authors’ visits” mechanism has been gradually put in place. The mechanism has facilitated and financed (over the 3-year duration of the action) the meetings/encounters of at least 600 European authors with young people and/or parents in schools, bookshops, libraries and other relevant places. Such meetings/encounters have a European dimension (themes, choice of books) and can include cross border travelling for authors to meet audience outside the country where they are based. This mechanism could inspire or partially be taken over by other sources of local, national or European funding.
- The networking between reading promotion organisations in Europe and the collaboration between the European book, education and reading promotion sectors on reading promotion issues are reinforced. A significant corpus of good practices is available in terms of tools, policies and actions to promote European literature targeting schools/classes and young people. It shall respectively include examples of mechanisms – at local, national or regional levels - to bring young people and their families in contact with European authors and other book sector professionals.

3. Available budget

The total budget earmarked for the co-financing of the project under this invitation to submit a proposal is estimated at **EUR 1 500 000**, covering maximum 80% of the eligible costs (with payments foreseen as per draft Grant Agreement schedule).

The Commission will only sign one grant agreement under this call and will fund only one proposal for the purpose of this action.

The Commission reserves the right not to distribute all the funds available depending on the proposals received and the results of the evaluation.

4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	November 2024
<u>Deadline for submission:</u>	10 February 2025
Evaluation:	February 2025
Information on evaluation results:	March 2025
GA signature:	mid April 2025

5. Admissibility and documents

In order to be admissible, applications must be:

- submitted before the **call deadline** (*see timetable section 4*);
- submitted in writing;
- **complete** and contain all the requested information and all required annexes and supporting documents:
 - Application Form (Annex 1) — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project and the technical description of the project
 - **mandatory annexes and supporting documents** :
 - CVs (standard) of core project team
 - list of previous projects for the last 5 years
 - accession forms (Annex 3 to the MGA)
 - Estimated Budget for the action (Annex 2 to the MGA)
 - Declaration[s] on the honour (in the application form)

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

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

Proposals are limited to maximum **70 pages**. Evaluators will not consider any additional pages.

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

6. Eligibility

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

Eligible participants (eligible countries)

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

- be legal entities (public or private bodies)
- be established in one of the eligible countries, i.e.:
 - Creative Europe Participating Countries:
 - EU Member States (including overseas countries and territories (OCTs))
 - non-EU countries:
 - listed EEA countries and countries associated to the Creative Europe Programme or countries which are in ongoing

negotiations for an association agreement and where the agreement enters into force before grant signature ([list of participating countries](#))

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

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

Specific cases

Natural persons — Natural persons are NOT eligible (with the exception of self-employed persons, i.e. sole traders, where the company does not have legal personality separate from that of the natural person).

International organisations — International organisations are eligible. The rules on eligible countries do not apply to them.

Entities without legal personality — Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf, and offer guarantees for the protection of the EU financial interests equivalent to that offered by legal persons¹⁰.

EU bodies — EU bodies (with the exception of the European Commission Joint Research Centre) can NOT be part of the consortium.

Associations and interest groupings — Entities composed of members may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'¹¹. ⚠ Please note that if the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

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

EU restrictive measures — Special rules apply for certain entities (*e.g. entities subject to [EU restrictive measures](#) under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)*¹² and entities covered by Commission Guidelines No [2013/C 205/05](#)¹³). Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).

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

¹⁰ See Article 200(2)(c) EU Financial Regulation [2024/2509](#).

¹¹ For the definitions, see Articles 190(2) and 200(2)(c) EU Financial Regulation [2024/2509](#).

¹² Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

¹³ Commission guidelines No [2013/C 205/05](#) on the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards (OJEU C 205 of 19.07.2013, pp. 9-11).

Consortium composition

Proposals must be submitted by a consortium of at least two applicants (beneficiaries; not affiliated entities), which complies with the following conditions:

- minimum two independent entities from two different eligible countries

The coordinator must have had a legal existence for at least two years on the date of the deadline for submission.

Eligible activities

Eligible activities are the ones set out in section 2 above.

Projects must comply with EU policy interests and priorities.

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

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

Financial support to third parties will be accepted in projects which contribute to the objectives of the action and take place in Creative Europe participating countries.

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

Duration

Project starting date: 01/06/2025. Projects should not normally exceed **36** months.

Extensions to the period of implementation are possible, if duly justified and through an amendment.

7. Financial and operational capacity and exclusion

Financial capacity

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

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the [Participant Register](#) during grant preparation (*e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc*).

The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years. Please refer to Annex 3 of this Call for proposals for further information.

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

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

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

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

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

or

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

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

In addition, as this call concerns a grant for an action for which the amount exceeds EUR 750 000, the applicant is requested to submit an audit report produced by an approved external auditor, where it is available, certifying the accounts for up to the last three available financial years. In all other cases, the applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for up to the last three available financial years.

Operational capacity

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

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

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

Applicants will have to show their capacity via the following:

- general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project

- description of the consortium participants
- list of previous projects (key projects for the last 5 years).

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

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

Exclusion

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate¹⁴:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct¹⁵ (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- guilty of irregularities within the meaning of Article 1(2) of EU Regulation [2988/95](#)¹⁶ (including if done by persons having powers of representation, decisionmaking- or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be rejected if it turns out that¹⁷:

¹⁴ See Articles 138 and 143 of EU Financial Regulation [2024/2509](#).

¹⁵ Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

¹⁶ Council Regulation (EC, Euratom) No 2988/95 of 18 December 1995 on the protection of the European Communities financial interests, OJ L 312, 23.12.1995, p. 1–4

¹⁷ See Article 143 EU Financial Regulation [2024/2509](#).


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

8. Evaluation and award procedure

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

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

All proposals will be informed about the evaluation result (**evaluation result letter**). Successful proposals will be invited for grant preparation; other ones will be put on the reserve list or rejected.

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

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

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

9. Award criteria

The **award criteria** for this call are as follows:

- 1. Relevance:** Background and objectives; Needs analysis; Complementarity with other actions and innovation — European added value
- 2. Quality of content and activities:** Concept and methodology; Partnership and consortium; Target groups and audiences; Project design
- 3. Project management:** Consortium management and decision-making; Project teams, staff and outside resources (including operational capacity); Cost effectiveness and financial management; Project management, quality assurance, risk management and monitoring and evaluation strategy
- 4. Dissemination:** Impact and ambition; Communication, dissemination and visibility; Sustainability and continuation

Award criteria	Minimum pass score	Maximum score
Relevance	15	25
Quality of content and activities	15	25
Project management	15	25
Dissemination	15	25
Overall (pass) scores	60	100

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

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

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

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

Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement (*Data Sheet, point 1*). The period of eligibility of costs will start on the day the agreement is signed by the last of the parties. If the applicant can demonstrate the need to start the action before the agreement is signed, expenditure may be authorised as from the submission of application date and before signature for duly justified reasons. Grants may not be awarded retrospectively for actions already completed.

Project duration: *see section 6 above*.

Milestones and deliverables

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

Form of grant, funding rate and maximum grant amount

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

Project budget (maximum grant amount): **EUR 1 500 000**

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

The eligible costs will be reimbursed at the funding rate fixed in the Grant Agreement; maximum **80%**.

Grants may NOT produce a profit (i.e. surplus of revenues + EU grant over costs). For-profit organisations must declare their revenues and, if there is a profit, we will deduct it from the final grant amount (*see art 22.3*).

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

Budget categories and cost eligibility rules

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

Budget categories for this call:

- A. Personnel costs
 - A.1 Employees,
 - A.2 Natural persons under direct contract,
 - A.3 Seconded persons
 - A.4 SME owners and natural person beneficiaries
 - A.5 Volunteers : not applicable
- B. Subcontracting costs
- C. Purchase costs
 - C.1 Travel and subsistence
 - C.2 Equipment
 - C.3 Other goods, works and services
- D. Other cost categories
 - D.1 Financial support to third parties
- E. Indirect costs

Specific cost eligibility conditions for this call:

- personnel costs:
 - SME owner/natural person unit cost¹⁸: Yes
 - volunteers unit cost¹⁹: No
- travel and subsistence unit cost²⁰: Yes
 - when the beneficiary chooses that travel and insurance costs are to be based on the actual costs incurred, the most economical fares must be used. Several travel agencies should be contacted in order to obtain the best possible prices

¹⁸ Commission [Decision](#) of 20 October 2020 authorising the use of unit costs for the personnel costs of the owners of small and medium-sized enterprises and beneficiaries that are natural persons not receiving a salary for the work carried out by themselves under an action or work programme (C(2020)7115).

¹⁹ Commission [Decision](#) of 10 April 2019 authorising the use of unit costs for declaring personnel costs for the work carried out by volunteers under an action or a work programme (C(2019)2646).

²⁰ Commission [Decision](#) of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

- rail travel (exceptionally, first class if this is allowed by the institution concerned) must be used for journeys of up to 400 kilometres, except in an emergency or where a sea crossing is involved
- for journeys of more than 400 kilometres (or less where a sea crossing is involved or in an emergency), air travel may be used. Apex tickets or special fares must be used as far as possible. Air travel costs higher than an economy class fare are not allowed
- the cost of travel by car will be eligible, based on a kilometre allowance of €0.28 per kilometre driven, provided it is calculated according to the conditions below:
 - a) private car, hired car or taxi: the amount to be considered eligible is limited to the cost of one equivalent first class rail fare (regardless of how many people are travelling in the car)
 - b) hired car (class A except where more than two persons are travelling, in which case maximum class B may be used): the actual costs will be eligible. However, a hired car may only be used if no other suitable transport is available
 - c) motorway tolls and parking fees are reimbursed separately on presentation of supporting documents
 - d) the distance in kilometres is calculated on the basis of the fastest route between the place of origin and the place of arrival. The fastest route will be calculated using appropriate software for calculating distances
- normal travel insurance costs will be eligible
- when the beneficiary chooses that accommodation and subsistence costs are to be based on the actual costs incurred, they are eligible as long as:
 - a) they are indispensable and reasonable, taking into consideration the place of the stay
 - b) they are calculated in accordance with the internal regulations of the beneficiary concerned
- subcontracting costs: refer to article 6.2, section B., of the MGA
- equipment costs: depreciation
 - for equipment other than computers and office equipment, which are specially acquired for the implementation of the project, the annual cost likely to be taken into account for eligibility corresponds to the purchase price multiplied by the percentage of use for the project and by the depreciation rate
 - computer or other office equipment used for the administration of the project is included under the 7% overheads, and will not be accepted as a separate eligible cost
- other cost categories:
 - costs for financial support to third parties: allowed for grants; maximum amount per third party EUR 60 000
- indirect cost flat-rate: 7% of the eligible direct costs (categories A-D, except volunteers costs and exempted specific cost categories, if any)
 - indirect costs may not include costs entered under another budget heading.
 - the applicant's attention is drawn to the fact that if they are receiving an operating grant financed by the EU or Euratom budget, they may not

declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action.

- in order to demonstrate this, in principle, the applicant should:
 - a) use analytical cost accounting that allows to separate all costs (including overheads) attributable to the operating grant and the action grant. For that purpose the beneficiary should use reliable accounting codes and allocation keys ensuring that the allocation of the costs is done in a fair, objective and realistic way
 - b) record separately:
 - all costs incurred for the operating grants (i.e. personnel, general running costs and other operating costs linked to the part of its usual annual activities), and
 - all costs incurred for the action grants (including the actual indirect costs linked to the action)
- if the operating grant covers the entire usual annual activity and budget of the beneficiary, the latter is not entitled to receive any indirect costs under the action grant
- VAT: non-deductible VAT is eligible (but please note that since 2013 VAT paid by beneficiaries that are public bodies acting as public authority is NOT eligible)
- other:
 - in-kind contributions for free are allowed, but cost-neutral, i.e. cannot be declared as cost
 - kick-off meeting: costs for kick-off meeting organised by the granting authority are eligible (travel costs for maximum 2 persons, return ticket to Brussels and accommodation for one night) only if the meeting takes place after the project starting date set out in the Grant Agreement; the starting date can be changed through an amendment, if needed
 - project websites: communication costs for presenting the project on the participants' websites or social media accounts are eligible; costs for *separate* project websites are not eligible
 - other ineligible costs: No

Balanced budget

The estimated budget of the action must be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

Applicants for whom costs will not be incurred in euros should use the exchange rate published on the Infor-euro website available at:

[Exchange rate \(InforEuro\) \(europa.eu\)](https://europa.eu)

The applicant must ensure that the resources which are necessary to carry out the action are not entirely provided by the EU grant.

Co-financing of the action may take the form of:

- the beneficiary's own resources,

- income generated by the action or work programme,
- financial contributions from third parties.

Overall co-financing may also include in-kind contributions from third parties, i.e. non-financial resources made available free of charge by third parties to the beneficiary or to the consortium. The corresponding costs of third parties are not eligible under the grant, e.g. providing a meeting room or equipment for free, etc.

In-kind contributions shall be presented separately in the estimated budget to reflect the total resources allocated to the action. Their approximate value shall be indicated in the estimated budget and shall not be subject to subsequent changes.

Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement (*Data Sheet, point 4 and art 21 and 22*).


After grant signature, you will normally receive a 1st **prefinancing** to start working on the project (float of normally **30%** of the maximum grant amount; exceptionally less or no prefinancing). The prefinancing will be paid 30 days from entry into force/financial guarantee (if required) — whichever is the latest.

There will be a second pre-financing of **30%** after 12 months (in 2026), the 3rd pre-financing of **30%** after 24 months (in 2027). These pre-financing payments will be paid within 60 days after the reception of the related reports.

In addition, you will be expected to submit one or more annual progress reports, presenting the key outcomes and results, indicating the milestones were met, not linked to payments.

Payment of the balance: At the end of the project, we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

All payments will be made to the coordinator.

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

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

Prefinancing guarantees

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

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

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

Prefinancing guarantees are formally NOT linked to individual consortium members, which means that you are free to organise how to provide the guarantee amount (*by*

one or several beneficiaries, for the overall amount or several guarantees for partial amounts, by the beneficiary concerned or by another beneficiary, etc). It is however important that the requested amount is covered and that the guarantee(s) are sent to us in time to make the prefinancing (scanned copy via e-mail AND original by post).

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

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

Certificates

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

Liability regime for recoveries

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

For beneficiaries, it is one of the following:

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

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

Provisions concerning the project implementation

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

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

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

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

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

Other specificities

n/a

Non-compliance and breach of contract

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

 For more information, see [AGA — Annotated Grant Agreement](#).

11. How to submit an application

Submission on paper:

The application must be submitted in the correct form, duly completed and dated. It must be submitted in **one** copy (one original paper clearly identified as such) and **one electronic** copy (USB), signed by the person authorised to enter into legally binding commitments on behalf of the applicant.

The application must be sent to the following address²¹:

European Commission — Directorate-General for Education, Youth, Sport and Culture
Directorate D — Culture, creativity and sport – Unit D2: Creative Europe
CALL EAC/S15/2024
Mrs Judith VIDECOQ
J-70 – 2/019 (Rue Joseph II 70)
B-1049 Brussels, Belgium

- by post (evidence will be constituted by the postmark),
- by courier service (evidence will be constituted by the acknowledgement of receipt).

Applications sent **only** by fax or e-mail will not be accepted.

Proposals must be submitted by the deadline set out under section 4 of this call. No modification to the application is allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or to correct clerical mistakes, the Commission may contact the applicant during the evaluation process.

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

Application form is available in Annex 1.

Electronic submission and signature:

Following the submission of the application on paper, documents can be submitted electronically in pdf **by email**.

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

The application must be sent to the following email address:

EAC-D2-FINANCIAL@ec.europa.eu

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

²¹ [Article 152\(5\) FR](#)

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

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

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

12. Help

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

- [Online Manual](#)
- FAQs on the Call for proposals webpage (for call-specific questions in open calls)
- [Portal FAQ](#) (for general questions).

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

Contact

Questions may be sent to the following email address: EAC-D2-FINANCIAL@ec.europa.eu

Please indicate clearly the reference of the call to which your question relates (see *cover page*).

13. Important



IMPORTANT

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

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

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

- **Balanced project budget** — Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties, etc*). You may be requested to lower your estimated costs, if they are ineligible (including excessive).
- **No-profit rule** — Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.
- **No double funding** — There is a strict prohibition of double funding from the EU budget (except under EU Synergies actions). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances be declared to two different EU actions.
- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).
- **Combination with EU operating grants** — Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice (see [AGA — Annotated Grant Agreement, art 6.2.E](#)).
- **Multiple proposals** —
Applicants cannot submit more than one proposal under this call. Multiple proposals will be rejected.
- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call update. Please note that cancellations are without entitlement to compensation.
- **Language** — You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, see *section 12*).

- **Transparency** — In accordance with Article 38 of the [EU Financial Regulation](#), information about EU grants awarded is published each year on the [Europa website](#).

This includes:

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

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

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