



CREATIVE EUROPE Culture Sub-programme

Cultural Cooperation Projects in the Western Balkans

**“Strengthening cultural cooperation with and
competitiveness of cultural and creative
industries in the Western Balkans”**

Call for Proposals EACEA 39/2019

GUIDELINES

This Call for Proposals is entirely funded by the Instrument for Pre-accession Assistance (IPA II). It is implemented in accordance with the applicable rules of the Creative Europe programme and the relevant work programme.

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[EACEA](#)

All the necessary documentation to apply, in particular the online application form (eForm) and the guide for applicants, can be found at:

<https://eacea.ec.europa.eu/sites/ipa/funding/coopwb>

1. INTRODUCTION

As outlined in the European Commission Communication on “A credible enlargement perspective for and enhanced EU engagement with the Western Balkans” (“EU Western Balkan Strategy”)¹, regional cooperation and good neighbourly relations are essential for the enlargement, and the stabilisation and association process for the Western Balkans. The EU’s enlargement policy aims at securing stability and hence, an important emphasis is placed on reconciliation and restoring trust among Western Balkans societies in view of firmly anchoring peace, ensuring lasting stability and socio-economic development in the region. Reconciliation cannot, however, be imposed from the outside. Bottom-up community and society ownership of actions as well as gender-inclusiveness are important success factors towards restoring trust among all citizens and among all communities.

A number of key EU policy documents highlights the role of culture and inter-cultural dialogue in the promotion of reconciliation. The 2016 Joint Communication “Towards an EU strategy for international cultural relations”² stresses the role of culture and cultural relations in opening new – and less contentious – channels of engagement with citizens across the world, to foster peaceful intercommunity relations and to support sustainable social and economic development. The 2018 Commission’s “New European Agenda for Culture” (“New European Agenda for Culture”)³ further targets the key role of culture and inter-cultural dialogue in the Western Balkans as vectors for cohesion, a driver of socio-economic development, and a factor directly nurturing peaceful relations.

Enhancing cooperation in culture is one of the actions specifically identified in support of Flagship Initiative 6 of the Western Balkans Strategy to foster reconciliation and good neighbourly relations. Developing a dedicated action within the Creative Europe Programme is also one of the priorities identified in the Sofia Declaration.⁴ The Commission’s “New European Agenda for Culture” also targets the promotion of cultural and creative industries in the Western Balkans “through strengthened support from Creative Europe”.

In addition, supporting the cultural and creative industries in the Western Balkans contributes to the development of a robust private sector in the culture area and, more widely, to socio-economic development in the region, in line with Flagship Initiative 3 of the Western Balkans Strategy and the Sofia Declaration. Therefore, cultural cooperation can be employed as a tool to foster greater tolerance and promote EU values, while increasing socio-economic development in the region and thus creating an environment conducive to reconciliation, as well as fostering integration and good relations between the EU and the region.

Over recent years, the EU Programme Creative Europe has been opened to the participation of neighbouring countries to support transnational cooperation projects in the cultural and audio-visual sectors in the Western Balkans. However, a wide and diversified participation of Western Balkans organisations has been limited in practice.

¹ [COM \(2018\) 65](#).

² [JOIN\(2016\) 29 final](#), 8.06.2016

³ [COM\(2018\) 267 final](#) of 22 May 2018

⁴ [Sofia Declaration](#), dated 7.05.2018.

Cultural stakeholders in the region, particularly non-governmental organisations, need more dedicated support to face existing challenges to develop cultural and creative industries as well as cooperation within the region and with EU Member States.

This action seeks to address the issues listed above. It complements other Calls under the EU Creative Europe Programme by specifically targeting Western Balkan cultural and creative industries and thus increasing their opportunities to participate in the cooperation project scheme under the EU Creative Europe Programme.

This Call for Proposals is funded under the EU's Instrument for Pre-accession Assistance (IPA), in accordance with the Commission Implementing Decision adopting the Multi-Country Action Programme for the year 2019⁵.

The European Commission delegates the implementation of the Call and the management of the selected projects to the [Education, Audiovisual and Culture Executive Agency](#), considering its strong capacity and experience in the management of similar calls. This call is co-supervised by the Directorate-General for Education and Culture (EAC) and the Directorate-General for Neighbourhood and Enlargement Negotiations (NEAR) of the European Commission.

2. OBJECTIVES AND PRIORITIES

The overall objective of this Call is to foster reconciliation and good neighbourly relations in the Western Balkans through cultural cooperation and creation.

The specific objectives of this Call are:

- to increase cultural cross-border cooperation within the Western Balkans region and the EU Member States;
- to strengthen the competitiveness of the cultural and creative industries in the region.

The supported projects therefore should benefit primarily the Western Balkans region.

In order to achieve the above-mentioned objectives, this Call focuses on the following priorities:

- A. Increase the capacity** of cultural and creative industries to operate transnationally and internationally
- B. Increase transnational circulation** of cultural and creative works and transnational **mobility** of cultural and creative players
- C. Enhance inter-cultural dialogue** between artists, cultural operators as well as the general public

More details on this Call's priorities are provided below:

⁵ C(2019) 5515 final, available upon request at:

<https://ec.europa.eu/transparency/regdoc/index.cfm?fuseaction=search&language=en>

A. Increase the capacity of cultural and creative industries to operate transnationally and internationally

Under this priority, this Call for Proposals aims to strengthen and support cooperation in the field of culture between the Western Balkans and the EU with the objective of fostering capacity for international collaborations as well as to increase the skills and competences of those working in the cultural and creative industries.

This priority is divided into several sub-priorities which are considered as individual priorities on their own:

A.1. Promoting cooperation between cultural and creative industries within the Western Balkans and/or with EU Member States

Projects addressing this priority must describe a strong cooperation strategy, which might include, among others, initiatives to enhance network possibilities, to build partnerships and to increase contacts within and outside the region.

Complementarity to other priorities, such as strengthening peer-to-peer capacity-building, promoting mobility of artists, cultural exchanges, intercultural and interfaith dialogue, and the understanding of cultural diversity, would be considered as an added-value to the proposal (see the other priorities below).

A.2. Strengthening the capacities of cultural and creative industries in the Western Balkans

Capacity building helps artists and cultural professionals to further develop their skills in order to facilitate access to international opportunities and create conditions for greater transnational circulation of cultural and creative works as well as for cross-border networking. This can happen in numerous ways and the main three are listed below, each of which constitutes a programme priority in its own right.

A.2.1. Developing new skills and gaining professional experience and expertise

This priority can support projects, which offer artists and cultural professionals the opportunity to acquire new skills and improve their employability, be it through formal learning at recognised institutions, through a strong peer-to-peer learning strategy, or through non-formal activities focused on artistic learning or on soft skills in the culture and art industries.

Projects addressing this priority may include, among others, the following topics:

Audience development⁶ means bringing people and culture closer together. It aims to directly engage more people and communities in experiencing, enjoying and valuing art and culture. Audience development is also about acting together with audiences, rather than producing something for them.

⁶ A study 'On audience development' has been published by the European Commission and can be found at: https://ec.europa.eu/programmes/creative-europe/news/20170421-new-study-audience-development_en

Audience development is an important priority that can help Western Balkan artists and cultural operators and their works reach as many people as possible in the Western Balkans and across Europe, and extend access to cultural works and exhibitions with a particular target to reach children, young people, people with disabilities, and under-represented groups, including, minorities, Roma, refugees, etc.

In developing a strategy for audience development, the goal could be to widen audiences, to diversify them and/or to deepen the relationship with existing audiences, or a combination of these. The applicants should know the make-up of their current audiences and what target groups they want to reach. Audience development should be an integral part of the project – through involving audiences in the programming, production, participatory art, physical dialogue, social media interaction, volunteering or creative partnerships with other sectors (health, education, retail, etc.).

Cultural mediation and cultural participation is an important feature when working in culture. Projects addressing this priority should aim at reinforcing the capacities of operators in the region to raise the cultural capability⁷ of the publics they work with (regular or new audiences, including audience “by accident”) by offering tailor-made training possibilities that can be easily replicated.

Project proposals could further expand and propose additional topics that can be the object of support, the choice and relevance of which should be explicitly mentioned in the application form.

Logical combination of this priority with the others is a good practice and needs to be well explained in the application forms.

A.2.2. Promoting new models of revenue, management and marketing for the cultural and creative industries

The opportunities offered by the new technologies make it necessary to develop and test new models of revenue, management and marketing by the cultural industries. At the same time, the cultural and creative industries should enhance their financial and business skills, to allow them better management and revenues and to take full advantage of the funding opportunities in a changing financial context.

This priority will support projects that **enhance the business skills** of the cultural and creative professionals, allowing them to better understand the changing economic context and find new sources of revenue or new management models facilitating better performance and lower costs. These might include (but are not limited to): the organisation of workshops, developing and testing new business models, setting up co-working and co-creation spaces, developing and testing new business and management approaches, and other activities to strengthen the entrepreneurial skills for the cultural and creative industries.

Applicants should keep in mind the close links between this priority and other priorities. They should indicate their primary objective, the main priority the proposed actions will address and the synergy with other priorities.

⁷ The "capability approach" was developed by Amartya Sen. Its application to culture is more recent. See also footnote n°10.

A.2.3. Adapting to the digital shift

The digital shift has a massive impact on how cultural and creative goods are made, disseminated, accessed, consumed and monetised. These changes offer wide opportunities for the cultural and creative industries. In order to avail of these opportunities, the cultural and creative industries need to develop new skills to allow for new production and distribution methods and new business models.

In addressing this priority projects should involve actions which support actors of the cultural and creative industries to **adapt to the digital shift, encouraging the use of digital technologies** from production to distribution and consumption. Activities might include the organisation of workshops, the testing of new delivery channels via digital means or the development of tools for digitisation of cultural content. These, and other activities, will in most cases be closely linked to other priorities such as audience development or new business models. Applicants should acknowledge these links and outline the main objective of the action.

Projects that seek to address this priority should have a sustainable or innovative approach and go beyond the mere digitisation of content.

Projects addressing the above priorities should explicitly articulate how they will effectively **promote gender equality**, such as: using **gender disaggregated data** in project monitoring and reporting; empowering **women** in the culture and creative industries (e.g. by empowering more women to become **cultural** and/or **artistic leaders**), examining and strengthening the role of women in culture and in the transmission of culture; and awareness raising and visibility of existent gender gaps within the sector. Links to the EU Gender Action Plan (GAP) for the period 2016-2020 and its specific thematic priorities, objectives and indicators are welcomed⁸.

B. Increase transnational circulation of cultural and creative works and transnational mobility of cultural and creative players

Under this priority, this Call for Proposals aims to promote the **transnational mobility of artists** and creative works both within the Western Balkans and between the Western Balkans and the EU, with the objective of enabling them to cooperate internationally and to internationalise their careers.

Projects addressing this priority may include, among others, some of the following activities:

- residencies, artistic research (leading to) co-creation, co-production between artists and/or cultural operators;
- activities aimed at developing career opportunities for artists and cultural professionals from the Western Balkans to work transnationally and internationally, including accessing new markets or audiences.

The project can include the movement of artists and cultural operators across national boundaries or the transnational circulation of cultural and creative works. However, mobility

⁸ “Gender Equality and Women’s empowerment: transforming the lives of girls and women through EU external relations 2016-2020” At: http://ec.europa.eu/europeaid/sites/devco/files/staff-working-document-gender-2016-2020-20150922_en.pdf. See in particular Annex 1.

cannot be a stand-alone activity but used to achieve the project's objectives. As a **tool**, mobility has to be embedded in a coherent strategy **and to focus on the needs of the project target groups**, bringing clear results and creating new synergies. **It needs to be combined with at least one other priority.**

Projects addressing this priority should explicitly articulate how they will effectively **promote gender equality**, such as: using **gender disaggregated data** in project monitoring and reporting; empowering **women** in the culture and creative industries (e.g. by empowering more women to become **cultural** and/or **artistic leaders**), examining and strengthening the role of women in culture and in the transmission of culture; and awareness raising and visibility of existent gender gaps within the sector. Links to the EU Gender Action Plan (GAP) for the period 2016-2020 and its specific thematic priorities, objectives and indicators are welcomed⁹.

C. **Enhance inter-cultural dialogue between artists, cultural operators as well as the general public**

Under this priority, this Call for Proposals aims to promote the rich and diverse mosaic of cultural and creative expressions in Europe as well as to use dialogue as a means of fostering creation, social cohesion, cultural understanding, tolerance, reconciliation and good neighbourly relations.

Projects addressing this priority should have a focus on improving **cultural participation** and fostering **cultural capability**¹⁰. Cultural capability could be defined as the combined freedom to speak, to express, to be heard, to experience, to make, to build, to contest, to create. Eligible projects under this priority should make available a wide range of cultural or artistic activities within this capability approach, promoting opportunities for all to take part and to create. For example, projects may have an inclusive and participatory approach, putting the targeted public and audiences at the centre of the activities, and involving them in their design and/or implementation.

Projects addressing this priority could include: activities enabling the artists and cultural operators to generate intercultural and interfaith dialogue, respect for diverse cultures and cultural expressions; strengthening the interaction between the cultural heritage sector and other cultural and artistic sectors as well as society at large; strengthening audience development as a means of improving access to tangible and intangible cultural heritage; capitalisation of the 2018 European Year of Cultural Heritage¹¹. Additionally, projects could propose activities strengthen links between culture and education, social affairs, democracy, urban policy, research or innovation, as appropriate. Projects could envisage possible complementarities with the capacity building priority.

⁹ "Gender Equality and Women's empowerment: transforming the lives of girls and women through EU external relations 2016-2020" At: http://ec.europa.eu/europeaid/sites/devco/files/staff-working-document-gender-2016-2020-20150922_en.pdf. See in particular Annex 1.

¹⁰ As previously said, the "capability approach" was developed by Amartya Sen. Its application to culture is more recent. For further reading, consult the King's College London report "Towards cultural democracy: Promoting cultural capabilities for everyone, available at: <https://www.kcl.ac.uk/Cultural/-/Projects/Towards-cultural-democracy>

¹¹ The 2018 European Year of Cultural Heritage was an initiative aimed at raising awareness of common history and values, but also what makes us different. A Report from the European Commission on the implementation, results and overall assessment of the European Year of Cultural Heritage 2018 is available at: https://ec.europa.eu/culture/sites/culture/files/eych_implementation_report_final.pdf Additionally, a study on 'Participatory governance of cultural heritage' has been published by the European Commission and can be found at: <https://publications.europa.eu/en/publication-detail/-/publication/b8837a15-437c-11e8-a9f4-01aa75ed71a1/language-en>

Projects addressing this priority should explicitly articulate how they will effectively **promote gender equality**, such as: using **gender disaggregated data** in project monitoring and reporting; empowering **women** in the culture and creative industries (e.g. by empowering more women to become **cultural** and/or **artistic leaders**), examining and strengthening the role of women in culture and in the transmission of culture; combat gender stereotypes. Links to the EU Gender Action Plan (GAP) for the period 2016-2020 and its specific thematic priorities, objectives and indicators are welcome¹².

Note Bene:

All applications should include, as appropriate, cross-cutting objectives of the European Commission, including the **environment and climate change** (together with environmental impact), the promotion of a rights-based approach, that of **minorities, displaced people, migrants or refugees, persons with disability, youth, elderly or LGBTIQ+** people, as well as ensure **gender equality**.

All applications should present a substantiated strategy and concrete details on how they plan to implement one or more of the above priorities. When submitting their applications through the online application system referred to in section 14, applicants should only tick the most relevant priorities and themes addressed in their project and rank them in order of relevance.

3. INDICATIVE TIMETABLE

The indicative timetable for this Call for Proposals is:

Steps	Date and time or indicative period
Publication of the Call	17 December 2019
Deadline for submitting applications	17 March 2020 –17:00
Evaluation period	March-June
Information to applicants	July
Signature of grant agreement	September-December (no later than 31/12/2020)
Start date of the action	Between 1 January and 31 March 2021

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects is estimated at EUR 5,000,000.

¹² “Gender Equality and Women’s empowerment: transforming the lives of girls and women through EU external relations 2016-2020” At: http://ec.europa.eu/europeaid/sites/devco/files/staff-working-document-gender-2016-2020-20150922_en.pdf. See in particular Annex 1.

The minimum grant amount per project will be EUR 100,000 and the maximum grant amount will be EUR 500,000. The grant amount requested may represent up to 85% of the total eligible costs of the project. The remaining amount shall be secured by the applicants.

The Agency expects to fund around 20 proposals.

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

5. ADMISSIBILITY REQUIREMENTS

In order to be admissible, applications must be:

- received no later than the deadline for submitting applications referred to in section 3¹³;
- submitted in writing¹⁴ using the online application form and electronic submission system available at <https://eacea.ec.europa.eu/PPMT/>;
- drafted in one of the EU official languages.

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

6. ELIGIBILITY CRITERIA

Applications which comply with the following criteria will be the subject of an in-depth evaluation.

6.1 Eligible applicants

In order to be eligible, a proposal must be submitted by a **partnership** composed of at least 5 organisations (project leader and partners) from countries participating in the EU Instrument for Pre-accession Assistance, as further specified below.

Applicants (project leader and partners) must be:

- Organisations or associations, working in the culture and creative sectors (excluding audio-visual)¹⁵ or

¹³ Please note that the eForm must be validated and submitted before the deadline (make sure that you have received a submission number and an e-mail acknowledging receipt of your application). In the approach of the deadline, please ensure that, in case of technical problems, you request assistance before the deadline has passed (see Guide for applicants). Applications which could not be submitted in time, or are made in any other way than by submitting the eForm online will be automatically rejected. No exceptions will be made.

¹⁴ If you encounter technical issues that are not addressed in the user guide <https://eacea.ec.europa.eu/sites/ipa/funding/coopwb> you may contact the EACEA Helpdesk to request assistance. The contact details and hours of operation are as follows:

Email address: EACEA-HELPDESK@ec.europa.eu

Telephone: +32 229 90705

The EACEA Helpdesk service is available from 08:30 to 17:30 Monday to Thursday and from 08:30 to 17:00 on Fridays (all times are Brussels time). The service is not available on Belgian public holidays or on official Commission holidays.

When contacting the Helpdesk, please have the following information to hand or include it in your email message: Your telephone number and your email address; The programme and funding opportunity you are applying under;

The following details for the computer that you are using to complete and submit your application: The version of Adobe Reader (or Adobe Acrobat) that is installed; The internet browser and version you are using; The operating system and version installed on the computer; Details of any error messages / error codes that you encountered; Screenshots of the problem (if contacting the Helpdesk by email).

- National Councils dealing with the cultural and creative sectors (excluding audio-visual) or
- Public bodies at local, regional or central level involved in the cultural and creative sectors (excluding audio-visual)

When submitting their application, the organisation to serve as **project leader** must be in a position to **demonstrate its existence as a legal entity** (with the same name and legal status) **for at least 2 years on the date of the deadline for submission** of applications referred to in section 3 of these guidelines. For the sake of clarity and in the context of this call, the legal entity must have been granted in accordance with the applicable legislation in the country where it is registered.

Natural persons may not apply for a grant under the present Call for Proposals, either as project leaders, or as partners.

Entities affiliated to the applicants are not eligible to receive funding under this Call for proposals.

Project leader and partners must be established in the:

- **EU Member States;**
- **Western Balkan IPA II Beneficiaries:** Republic of Albania, Bosnia and Herzegovina, Kosovo*, Montenegro, Republic of North Macedonia and Republic of Serbia

The partnership must satisfy the following minimum requirements:

- at least **2 organisations** (project leader and/or partners) established in at least **2 different Western Balkan IPA II beneficiaries**
- at least **2 organisations** of the partnership (project leader and/or partners) established in at least **2 different EU Member States**

Applicants are encouraged to propose a consortium with a majority of partners from the Western Balkans, and to include organisations that have had limited participation in the Creative Europe programme.

For British applicants: Please be aware that eligibility criteria must be complied with for the *entire* duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing,

¹⁵ Cultural operators active in the cultural and creative sectors, as defined in Article 2 of Regulation No 1295/2013 of the European Parliament and of the Council establishing the Creative Europe Programme: “all sectors whose activities are based on cultural values and/or artistic and other creative expressions, whether those activities are market- or non-market-oriented, whatever the type of structure that carries them out, and irrespective of how that structure is financed. Those activities 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 related functions such as education or management. The cultural and creative sectors include inter alia architecture, archives, libraries and museums, artistic crafts, audiovisual (including film, television, video games and multimedia), tangible and intangible cultural heritage, design, festivals, music, literature, performing arts, publishing, radio and visual arts”.

* 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

where possible, to participate) or be required to leave the project on the basis of Article II.17.3.1(a) of the grant agreement.

Supporting documents:

In order to assess the applicants' eligibility, the following **supporting documents are requested** (for more information see Annex 2 of these Guidelines):

- **Private entity:** extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);
- **Public entity:** copy of the resolution, decision or other official document establishing the public-law entity;
- **Consortium:** in addition to the supporting documents referring to their legal status, consortium members (partners) will submit in the application **mandate letters** confirming their participation in the project;

Should the project leader fail to comply with the eligibility criteria defined under 6.1, the whole application will be ineligible.

6.2 Eligible Projects

Please note that applications for projects already submitted under Call EACEA 32/2019 (Support to Cooperation projects, under the Creative Europe: Culture sub-programme) **are not eligible**.

6.3 Eligible activities

Only activities aimed at effectively achieving the priorities and objectives of this Call for proposals are eligible. Activities can cover all the cultural and creative sectors. Yet, activities dedicated **exclusively** to the audiovisual sectors are not eligible under the Culture Sub-programme.

Implementation period:

Activities must start between 1 January 2021 and 31 March 2021

The **minimum** project **duration** is of **24 months**.

The **maximum** project **duration** is of **48 months**.

Applications for projects scheduled to run for a shorter or longer period than that specified in this Call for Proposals will not be accepted.

7. EXCLUSION CRITERIA

7.1 Exclusion

The authorising officer shall exclude an applicant from participating in the Call for Proposals procedures where:

- (a) the applicant is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;
- (b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- (c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful intent or gross negligence, including, in particular, any of the following:
 - (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract, a grant agreement or a grant decision;
 - (ii) entering into agreement with other applicants with the aim of distorting competition;
 - (iii) violating intellectual property rights;
 - (iv) attempting to influence the decision-making process of the Agency during the award procedure;
 - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- (d) it has been established by a final judgment that the applicant is guilty of any of the following:
 - (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
 - (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in the applicable law;
 - (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;
 - (iv) money laundering or terrorist financing within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;
 - (v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;

- (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- (e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
- (f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
- (g) It has been established by a final judgement or final administrative decision that the applicant has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business;
- (h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g);
- (i) for the situations referred to in points (c) to (h) above, the applicant is subject to:
 - (i) facts established in the context of audits or investigations carried out by European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
 - (ii) non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
 - (iii) facts referred to in decisions of persons or entities being entrusted with EU budget implementation tasks;
 - (iv) information transmitted by Member States implementing Union funds;
 - (v) decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or
 - (vi) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

7.2 Remedial measures

If an applicant declares one of the situations of exclusion listed above (see section 7.1), it must indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to correct the conduct and prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to the declaration of honour. This does not apply for situations referred in point (d) of section 7.1.

7.3 Rejection from the Call for Proposals

The authorising officer shall not award a grant to an applicant who:

- (a) is in an exclusion situation established in accordance with section 7.1; or
- (b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information; or
- (c) was previously involved in the preparation of documents used in the award procedure where this entails a breach of the principle of equal treatment, including distortion of competition, that cannot be remedied otherwise.

Administrative sanctions (exclusion) may be imposed on applicants, if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

7.4 Supporting documents

Applicants must provide a declaration on their honour certifying that they are not in one of the situations referred to in Articles 136(1) and 141 FR, by filling in the relevant form attached to the application form accompanying the Call for Proposals and available at <https://eacea.ec.europa.eu/sites/ipa/funding/coopwb>

This obligation may be fulfilled as follows: the project leader of a consortium signs a declaration on behalf of all applicants.

8. SELECTION CRITERIA

Applicants must submit a declaration on their honour, completed and signed, attesting to their financial and operational capacity to complete the proposed activities.

8.1 Financial capacity

Applicants must have stable and sufficient sources of funding to maintain their activities throughout the duration of the grant and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following supporting documents that will be requested from selected applicants by the Research Executive Agency Validation Services:

- a) Low value grants (\leq EUR 60 000):
 - a declaration on their honour
- b) Grants $>$ EUR 60 000:
 - a declaration on their honour, and
 - the profit and loss account as well as the balance sheet for the last financial year for which the accounts were closed
- In the event of an application grouping several applicants (consortium), the above thresholds apply to each applicant.

On the basis of the documents submitted, if the Responsible Authorizing Officer (hereinafter "RAO") considers that financial capacity is weak, s/he may:

- request further information;
- decide not to give pre-financing;
- decide to give pre-financing paid in instalments;

- decide to give pre-financing covered by a bank guarantee (see section 11.4 below);
- where applicable, require the joint and several financial liability of all the co-beneficiaries.

If the RAO considered that the financial capacity is insufficient, s/he will reject the application.

8.2 Operational capacity

Applicants must have the professional competencies as well as appropriate qualifications necessary to complete the action. In this respect, applicants have to submit a declaration on their honour, and the following supporting documents:

- **short biography of the persons** primarily responsible for managing and implementing the project **within each partner institution** (see part B. of the 'Detailed description of the project' document¹⁶);
- the organisations' **activity reports** (see annex 2 of these Guidelines);
- an exhaustive **list of the main activities in the cultural and creative sectors of the last 2 years of each partner institution** (description of the main activities must be provided in part D of the eform).

9. AWARD CRITERIA

Eligible applications will be assessed on the basis of the following criteria:

Criteria	Definition	Maximum points
1. Relevance	This criterion evaluates how the project implements the selected priority(ies) and contributes to the objectives referred to in section 2 of these Guidelines.	30
2. Quality of the content and activities	This criterion evaluates how the project will be implemented in practice (quality of the activities and deliverables, methodology, timetable, appropriateness of the budget) and how likely it will reach its objectives.	30
3. Communication and dissemination	This criterion evaluates the project's approach to communicating its activities and disseminating its results and to sharing knowledge and experiences within the sector and across borders. The aim is to maximise the impact of the project results at local, regional, national and European levels, and to ensure the sustainability of the impact beyond the	20

* 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 the page limit.

¹⁶The template can be found at: <https://eacea.ec.europa.eu/sites/ipa/funding/coopwb>

	project's lifetime.	
4. Quality of the partnership	This criterion evaluates the relevance of the partnership to the project as well as the extent to which the structure and management of the project will ensure the effective implementation of the project.	20

Within the limit of the available budget, applications obtaining the highest scores will be selected.

In order to be considered for funding, proposals must score a **minimum quality threshold of 75/100 points and a minimum score of 50% is required for each criterion.**

1. Relevance of the project for partners from Western Balkans, the CCS and/or society in the region (30)

This criterion evaluates how the project implements the selected priority(ies) and contributes to the objectives referred to in section 2.

To this end, applicants are invited to answer the following guiding questions¹⁷ as they pertain primarily in benefiting the Western Balkans organisations, stakeholders and society at large:

- How will the project increase cultural **cross-border cooperation** within the Western Balkans region and with EU Member States and/or **strengthen the capacity and competitiveness** of the cultural and creative industries **in the region**?
- What is the project's strategy to implement **one or more** of the chosen priorities?
- What is the **European added value**¹⁸ of the project? To what extent is the project complementary to other cultural actions implemented at national, regional or local level?
- What is the expected short/medium/long term **impact** of the project, particularly in the Western Balkans?
- What is expected to **continue** after the project ends? What are the prospects for the sustainability of project results?
- How does the project addresses **cross-cutting objectives** of the European Commission, including the environment and climate change (together with environmental impact), the promotion of a rights-based approach, that of minorities, displaced people, migrants or refugees, persons with disability, youth, elderly or LGBTIQ+ people?
- How does the project address **gender equality and/or women empowerment**?

2. Quality of the content and activities (30)

This criterion evaluates how the project will be implemented in practice (quality of the activities and deliverables, methodology, timetable, appropriateness of the budget) and how likely it will reach its objectives.

¹⁷ These questions, as well those of the following award criteria, shall be answered by the applicants in the document called 'Detailed description of the project' (annexed 1 to be attached to the eform)

¹⁸ **European added value** is additional to the value created by actions of individual Member States. It may result from different factors, e.g. coordination gains, legal certainty, greater effectiveness or complementarities. It reflects broader European relevance and significance of the action with a view to presenting models and mechanisms which can be applied not only regionally or nationally but also EU widely.

To this end, applicants are invited to answer the following guiding questions:

- What are the activities proposed in order to respond to the objectives of the project?
- How are the needs of the presented target groups fulfilled in relation to the objectives and activities of the project?
- What is the methodology of implementation of the activities?
- What are the expected results (outcomes¹⁹) and the deliverables (output²⁰) of the project to be attained?
- How will a qualitative and quantitative assessment of the project be conducted?
- What is the time-table for implementing the project activities? Is it feasible and appropriate?
- Why is the allocation of the submitted budget appropriate to the activities undertaken in the framework of the project?

3. Communication and dissemination (20)

This criterion evaluates the project's approach to communicating its activities and disseminating the results and to sharing knowledge and experiences with the sector and across borders. The aim is to maximise the impact of the project results at local, regional, national and European levels, so that they have an impact beyond the project's lifetime.

To this end, applicants are invited to answer the following guiding questions:

- What is the communication strategy²¹ of the project considering the objectives and target groups?
- What is the dissemination²² strategy to share knowledge and provide information of the results of the project to the sector and across borders?
- What is the impact of the dissemination strategy in terms of scope (at local, regional, national and European levels) and extent (beyond the end of the project)?

4. Quality of the partnership (20)

This criterion evaluates the relevance of the partnership to the project as well as the extent to which the structure and management of the project will ensure the effective implementation of the project.

To this end, applicants are invited to answer the following guiding questions:

- Explain the composition of the partnership. What does each partner bring into the consortium?
- What is the structure and management of the consortium?

¹⁹ **Outcome:** An intangible added value, such as increased awareness, improved skills, acquired knowledge, achieved through project objectives.

²⁰ **Output:** tangible and quantified products produced by the project.

²¹ **Communication:** includes information and promotion activities to raise awareness and enhance the external visibility of the project's activities.

²² **Dissemination:** is a planned process of providing information on the results of the project. It occurs as and when the result of the project and its activities become available. This should cover why, what, how, when, to whom and where disseminating results will take place, both during and after the funding period.

- How will decisions be taken and problems be resolved?
- What are the roles, responsibilities and activities to be undertaken by each partner?
- Explain the appropriateness of the activities to be undertaken by each partner. Are they balanced? If yes, how? If no, why not?
- Explain the appropriateness of the budget distribution among the partners as it relates to their role and activities undertaken.

In case of ex-aequo proposals, these proposals will be ranked in accordance with the following rule(s): Priority will first be given to the proposals having obtained the highest score in the award criterion 'Relevance'. If ex-aequo proposals still remain, priority will then be given to the proposals having obtained the highest score in the award criterion 'Quality of the content and activities'. If ex-aequo proposals still remain, priority will then be given to the proposals having obtained the highest score in the award criterion 'Quality of the partnership'.

10. LEGAL COMMITMENTS

In the event a grant is awarded by the Agency, a grant agreement drawn up in euro and detailing the conditions and level of funding, will be sent to the project leader, as well as the procedure in view of formalising the obligations of the parties.

Two copies of the original grant agreement must be signed first by the project leader on behalf of the consortium and returned to the Agency immediately. The Agency will sign them last.

11. FINANCIAL PROVISIONS

11. 1. Reimbursement of costs actually incurred

The grant will be defined by applying a maximum co-financing rate of 85% to the eligible costs actually incurred and declared by the beneficiaries.

Supporting documents

The final amount of the grant to be awarded to the beneficiary is established after completion of the action, upon approval of the request for payment containing the following documents:

- a final report providing details of the implementation and results of the action;
- the final financial statement of costs actually incurred.
- The beneficiary is required to submit, in support of the final payment, a "Report of factual findings on the Final Financial Report - type I" produced by an approved auditor or in case of public bodies, by a competent and independent public officer.

The procedure and the format to be followed by the approved auditor or in case of public bodies, by the competent and independent public officer, are detailed in the following

"guidance notes": https://eacea.ec.europa.eu/sites/eacea-site/files/annex_iii_guidance_notes_audit_type_i_03-2014_en.pdf

The use of the report format set by the “Guidance Notes” is compulsory.

If the eligible costs actually incurred by the beneficiary are lower than anticipated, the Agency will apply the rate of co-financing stated in the funding grant agreement to the expenditure actually incurred.

In the event of non-execution or clearly inadequate execution of an activity planned in the application attached to the grant agreement or in the event the information requested in the grant agreement is not submitted, the final grant will be reduced accordingly.

For details on eligibility of costs, please refer to section 11.2.

11.1.2 Reimbursement of eligible costs declared on the basis of flat-rate

The grant will be defined by applying a maximum co-financing rate of 85 % to the eligible costs declared by the beneficiaries on the basis of:

- a flat rate of 7 % of the eligible direct costs (‘reimbursement of flat-rate costs’).

The flat rate will be paid following acceptance of the costs to which the flat rate is to be applied.

11.1.3 Payment conditions, checks and audits for flat rate

- Contributions based on flat rate will be paid in full provided the action is implemented properly (with the required quality, fully and on time). If the action is not properly implemented the amount of the grant will be reduced proportionately. See also step 4 of section 11.6.

The fulfilment of the above conditions and/or results triggering the payment of the flat rate as specified in section 11.1.2, including where required the achievement of outputs and/or results, will be checked at the latest before the payment of the balance. In addition, the fulfilment of those conditions and/or results may be subject to ex post controls.

- For this purpose, in case of verifications, checks or audits, the beneficiary will be required to provide.

For flat rate contribution: the requested contribution to which the flat rate applies.

- Where the grant takes the form specified in section 11.1.2, the beneficiary will not be required to report on the costs actually incurred for the implementation.
- The amounts of flat-rates as specified in section 11.1.2 will not be challenged by ex-post controls. This does not affect the possibility to reduce the grant as specified above or in the case of irregularity, fraud or a breach of other obligations.
- Payment of the grant on the basis of flat-rates as specified in section 11.1.2 does not affect the right of access to the statutory records of the beneficiaries for the purposes of:

- reviewing them for future grants, or
- protecting the Union financial interests, e.g. detection of fraud, irregularities or breach of obligations.

11.2 Eligible costs

Eligible costs shall meet all the following criteria:

- they are incurred by the beneficiary.
- they are incurred during the duration of the action, with the exception of costs relating to final reports and audit certificates;
 - The period of eligibility of costs will start as specified in the grant agreement.
 - If a beneficiary can demonstrate the need to start the action before the agreement is signed, the costs eligibility period may start before that signature. Under no circumstances can the eligibility period start before the date of submission of the grant application.
- they are indicated in the estimated budget of the action;
- they are necessary for the implementation of the action which is the subject of the grant;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

Eligible costs may be direct or indirect.

11.2.1 Eligible direct costs

The eligible direct costs for the action are those costs which, **with due regard to the conditions of eligibility set out above**, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly, such as:

- a. the costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action, provided that these costs are in line with the beneficiary's usual policy on remuneration.

Those costs include actual salaries plus social security contributions and other statutory costs included in the remuneration. They may also comprise additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used;

The costs of natural persons working under a contract with the beneficiary other than an employment contract or who are seconded to the beneficiary by a third party against payment may also be included under such personnel costs, provided that the following conditions are fulfilled:

- (i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed);
- (ii) the result of the work belongs to the beneficiary (unless exceptionally agreed otherwise); and
- (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary;

The recommended methods for the calculation of direct personnel costs are provided in Appendix.

- b. costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiary's usual practices on travel;
- c. the depreciation costs of equipment or other assets (new or second-hand) as recorded in the beneficiary's accounting statements, provided that the asset:
 - (i) is written off in accordance with the international accounting standards and the beneficiary's usual accounting practices; and
 - (ii) has been purchased in accordance with the rules on implementation contracts laid down in the grant agreement, if the purchase occurred within the implementation period;
 - (iii) respects the rules on implementation contracts laid down in the grant agreement, namely the provisions laid down by Article 8 of Regulation (EU) No 236/2014²³; and

²³ https://ec.europa.eu/neighbourhood-enlargement/sites/near/files/pdf/financial_assistance/ipa/2014/236-2014_cir.pdf

The costs of renting or leasing equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee;

Only the portion of the equipment's depreciation, rental or lease costs corresponding to the implementation period and the rate of actual use for the purposes of the action may be taken into account when determining the eligible costs. By way of exception, the full cost of purchase of equipment may be eligible under the Special Conditions, if this is justified by the nature of the action and the context of the use of the equipment or assets;

- d. costs of consumables and supplies, provided that they:
 - (i) are purchased in accordance with the rules on implementation contracts laid down in the grant agreement, namely the provisions laid down by Article 8 of Regulation (EU) No 236/2014²⁴; and
 - (ii) are directly assigned to the action;
- e. costs arising directly from requirements imposed by the Agreement (dissemination of information, specific evaluation of the action, audits, translations, reproduction), including the costs of requested financial guarantees, provided that the corresponding services are purchased in accordance with the rules on implementation contracts laid down in the grant agreement;
- f. costs derived from subcontracts, provided that specific conditions on subcontracting as laid down in the grant agreement are met;
- g. costs of financial support to third parties, provided that the conditions laid down in the grant agreement are met;
- h. duties, taxes and charges paid by the beneficiary, notably value added tax (VAT), provided that they are included in eligible direct costs, and unless specified otherwise in the grant agreement.

Representatives of the project leader involved in the action shall participate in meetings organized by the Agency, i.e. indicatively up to two meetings per year. The expenses for participation will be considered as eligible costs.

11.2.2. Eligible indirect costs (overheads)

Indirect costs are costs that are not directly linked to the action implementation and therefore cannot be attributed directly to it.

A flat-rate amount of 7 % of the total eligible direct costs of the action is eligible as indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

²⁴ https://ec.europa.eu/neighbourhood-enlargement/sites/near/files/pdf/financial_assistance/ipa/2014/236-2014_cir.pdf

Indirect costs may not include costs entered under another budget heading.

Applicants' 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 beneficiary 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.

11.3 Ineligible costs

The following items are not considered as eligible costs:

- a) return on capital and dividends paid by a beneficiary;
- b) debt and debt service charges;
- c) provisions for losses or debts;
- d) interest owed;
- e) doubtful debts;
- f) exchange losses;
- g) costs of transfers from the Agency charged by the bank of a beneficiary;
- h) costs declared by the beneficiary under another action receiving a grant financed from the Union budget. Such grants include grants awarded by a Member State and financed from the Union budget and grants awarded by bodies other than the Agency for the purpose of implementing the Union budget. In particular, beneficiaries receiving an operating grant financed by the EU or Euratom budget cannot 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.
- i) contributions in kind from third parties;
- j) excessive or reckless expenditure;
- k) deductible VAT.

11.4 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:
http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

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,
- financial contributions from third parties.

11.5 Calculation of the final grant

The final amount of the grant is calculated by the Agency at the time of the payment of the balance. The calculation involves the following steps:

Step 1 — Application of the reimbursement rate to the eligible costs and addition of flat-rate contributions

The amount under step 1 is obtained by applying the reimbursement rate specified in section 11.1 to the eligible costs actually incurred and accepted by the Agency including costs declared in the form of flat rates to which the co-financing rate applies in accordance with section 11.1.2.

Step 2 — Limit to the maximum amount of the grant

The total amount paid to the beneficiaries by the Agency may in no circumstances exceed the maximum amount of the grant as indicated in the grant agreement. If the amount obtained following Step 1 is higher than this maximum amount, the final amount of the grant is limited to the latter.

Step 3 — Reduction due to the no-profit rule

‘Profit’ means the surplus of receipts over the total eligible costs of the action, where receipts are the amount obtained following Steps 1 and 2 plus the revenue generated by the action for beneficiaries other than non-profit organisations.

In-kind and financial contributions by third parties are not considered receipts.

The total eligible costs of the action are the consolidated total eligible costs approved by the Agency. The revenue generated by the action is the consolidated revenue established, generated or confirmed for beneficiaries other than non-profit organisations on the date on which the request for payment of the balance is drawn up.

If there is a profit, it will be deducted in proportion to the final rate of reimbursement of the actual eligible costs of the action approved by the Agency.

Step 4 — Reduction due to improper implementation or breach of other obligations

The Agency may reduce the maximum amount of the grant if the action has not been implemented properly (i.e. if it has not been implemented or has been implemented poorly, partially or late), or if another obligation under the Agreement has been breached.

The amount of the reduction will be proportionate to the degree to which the action has been implemented improperly or to the seriousness of the breach.

11.6. Reporting and payment arrangements

11.6.1 Payment arrangements

The beneficiary may request the following payments provided that the conditions of the grant agreement are fulfilled (e.g. payment deadlines, ceilings, etc.). The payment requests shall be accompanied by the documents provided below and detailed in the grant agreement:

Payment request	Accompanying documents
A pre-financing payment corresponding to 40% of the maximum grant amount	financial guarantee (see section 11.6.2), only applicable in case of analysis of a weak financial capacity of the applicant
A second pre-financing payment corresponding to 40 % of the maximum grant amount.	(a) technical report on progress (b) statement on the use of the previous pre-financing instalment (c) financial guarantee (see section 11.6.2), only applicable in case of analysis of a weak financial capacity of the applicant
Payment of the balance The Agency will establish the amount of this payment on the basis of the calculation of the final grant amount (see section 11.5 (calculation of the final grant) and section 11.1.1. (supporting documents) above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order.	(a) final technical report (b) final financial statement (c) summary financial statement aggregating the financial statements already submitted previously and indicating the receipts (d) a certificate on the financial statements and underlying accounts

In case of a weak financial capacity, section 8.1 above applies.

11.6.2 Pre-financing guarantee

A pre-financing guarantee for up to the same amount as the pre-financing may be requested in order to limit the financial risks linked to the pre-financing payment.

The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the EU Member States. When the beneficiary is established in a third country, the Agency may agree that a bank or financial institution established in that third country may provide the guarantee if it considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee may be replaced by:

- a joint and several guarantee by a third party or,
- a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement.

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or the payment of the balance, in accordance with the conditions laid down in the grant agreement.

As an alternative to requesting a guarantee on pre-financing, the Agency may decide to split the payment of pre-financing into several instalments.

11.7 Other financial conditions

a) Non-cumulative award

An action may only receive one grant from the EU budget.

Under no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate in the grant application the sources and amounts of Union funding received or applied for the same action or part of the action or for its (the applicant's) functioning during the same financial year as well as any other funding received or applied for the same action.

b) Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate in the grant application the need to start the action before the grant agreement is signed.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

c) Implementation contracts/subcontracting

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary may award the contract in accordance with its usual purchasing practices provided that the contract is awarded to the tender offering best value for money or the lowest price (as appropriate), avoiding conflicts of interest.

The beneficiary is expected to clearly document the tendering procedure and retain the documentation in the event of an audit.

Entities acting in their capacity of contracting authorities within the meaning of Directive 2014/24/EU or contracting entities within the meaning of Directive 2014/25/EU must comply with by the applicable national public procurement rules.

Beneficiaries may subcontract tasks forming part of the action. If they do so, they must ensure that, in addition to the above-mentioned conditions of best value for money and absence of conflicts of interests, the following conditions are also complied with:

- a) subcontracting does not cover core tasks of the action;
- b) recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;
- c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget;
- d) any recourse to subcontracting, if not provided for in description of the action, is communicated by the beneficiary and approved by the Agency. The Agency may grant approval:
 - (i) before any recourse to subcontracting, if the beneficiaries requests an amendment
 - (ii) after recourse to subcontracting if the subcontracting:
 - is specifically justified in the interim or final technical report and
 - does not entail changes to the grant agreement which would Call into question the decision awarding the grant or be contrary to the equal treatment of applicants;
- e) the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement (e.g. visibility, confidentiality, etc.), are also applicable to the subcontractors.

Sub-contracting shall concern only supporting activities. The beneficiaries remain legally and financially responsible for the action. The beneficiaries remain liable for the conception and the development of the action, the attainment of its objectives, the implementation of the activities and the use of appropriate tools.

d) Financial support to third parties

The applications may not envisage provision of financial support to third parties.

12. PUBLICITY

12.1 By the beneficiaries

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

In this respect, beneficiaries are required to give prominence to the name and emblem of the **European Union** on all their publications, posters, programmes and other products realised under the co-financed project, whilst acknowledging the funding received.

To do this they must:

- Use the sentence “Co-funded by the European Union” next to the EU emblem
- Respect the Communication and Visibility Requirements for EU External Actions, which is at:
https://ec.europa.eu/neighbourhood-enlargement/sites/near/files/visibility_requirements-near_english.pdf
- Respect the Guidelines for beneficiaries and other third parties on the use of the EU emblem in the context of EU programmes, which is available at:
https://ec.europa.eu/info/sites/info/files/use-emblem_en.pdf

The EU emblem can be obtained at:

https://europa.eu/european-union/about-eu/symbols/flag_en#download

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

12.2 By the Agency and/or the Commission

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

The Agency and/or the Commission will publish the following information:

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

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

12.3 Communication and dissemination

To maximise impact, projects should have a clear and strong strategy for communication and dissemination of their activities and results, and applicants must provide enough time and resources to communicate and interact appropriately with peers, audiences and local communities as appropriate.

Beneficiaries will be required as stipulated in the grant agreement to produce a public summary/report in English providing information about their work and the results of their project. The public summary/report must be included in the final report submitted to the Agency and after its approval it will be transferred and automatically published in the dissemination platform run by the European Commission: <http://ec.europa.eu/programmes/creative-europe/projects/>

The report may be used by the Commission to provide information on the results of projects. In addition the beneficiaries will be able to upload the project results to the dissemination platform.

The European Commission together with the Agency may identify good practices and prepare relevant dissemination materials to be shared within and across all participating countries and beyond.

Data and results from projects will be made freely available to be used by stakeholders, policy makers and others in a wide range of ways.

Beneficiaries may be required to attend and to participate in events organised by the European Commission or the Agency to share their experience with other participants and/or policy makers.

Please note that if these requirements are not fully complied with, the beneficiaries' grant will be reduced in accordance with the provisions of the grant agreement.

Project information will be also available at Commission's financial transparency system at : https://ec.europa.eu/budget/fts/index_en.htm

13. PROCESSING OF PERSONAL DATA

The reply to any Call for Proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Unless indicated otherwise, the questions and any personal data requested that are required to evaluate the application in accordance with the Call for proposal will be processed solely for that purpose by the Director of the Agency.

Personal data may be registered in the Early Detection and Exclusion System by the Commission, should the beneficiary be in one of the situations mentioned in Articles 136 and

141 of Regulation (EU, Euratom) 2018/1046 . For more information see the Privacy Statement on: https://eacea.ec.europa.eu/sites/eacea-site/files/privacy_statement_access.pdf

14. PROCEDURE FOR SUBMISSION AND SELECTION OF APPLICATIONS

14.1 Publication

The call for proposals is published on ec.europa.eu on the Funding & Tender Opportunities Portal (FTOP) at the following address: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home> and on the EACEA websites on the programme funding pages: <https://eacea.ec.europa.eu/sites/ipa/funding/coopwb>

14.2 Registration in the Participant Portal/ Funding & Tender Portal

Before submitting an electronic application, applicants (project leader and partners) will have to register their organisation in the Participant register hosted in the Funding & Tender opportunities Portal and receive a Participant Identification Code (PIC9-digit number), serving as the unique identifier of their organisation in the Participant Register.. The PIC will be requested in the application form.

The Participant Register hosted in the Funding & Tender Opportunities Portal is the tool through which all legal and financial information related to organisations will be managed. Information on how to register can be found in the portal under the following address:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

The tool also allows applicants to upload all relevant documents related to their organisation (such as: registration documents, legal status, annual accounts).

Details on the supporting documents that need to be uploaded in the Portal can be found in Annex 2 and in the Guide for applicants published under <https://eacea.ec.europa.eu/sites/ipa/funding/coopwb>

14.3 Submission of grant application

Applications must be submitted in accordance with the admissibility requirements set out under section 5 and by the deadline set out under section 3.

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 Agency may contact the applicant during the evaluation process.

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

Applications must be made through the online application system. Grant applications must be drawn up in one of the official EU languages, using the online form (eForm) specifically designed for this purpose.

Applicants are requested to log in at <https://eacea.ec.europa.eu/PPMT/> and follow the procedure for submitting an application. The online application forms (eForm) can be obtained at the same link above.

Applicants should note that no applications received after 17:00 CET/CEST on the deadline will be accepted²⁵. They are very strongly encouraged not to wait until the final day to submit their application.

No other method of submission of an application will be accepted. Applications submitted in any other way will be automatically rejected. No exceptions will be made.

Applicants should ensure that they have officially submitted their electronic application form and that they have received an automatic e-mail acknowledging receipt of their submission. Applicants shall ensure that all the documents requested and mentioned in the eForm are provided electronically.

14.4 Notification and publication of the evaluation results

Applicants should be notified individually of the outcome of the evaluation procedure by a letter signed by the Authorising Officer sent as registered document to the legal Representative through the Funding & Tender Opportunities Portal²⁶ at the latest six months after the application deadline. During these six months assessment and selection of applications take place, followed by the adoption of the award decision. Only when these procedures are completed, the lists of selected projects will be published on the Agency website: <https://eacea.ec.europa.eu/sites/ipa/funding/coopwb>

The Legal beneficiary will receive an email with the details of how to access the notification letter. Normally the letter notifying the results will be accessible via the Funding & Tenders Opportunities Portal. If the formal notification in the Portal isn't opened for a period of more than 10 days (for projects) the Agency will consider the formal notification acknowledged.

14.5 Rules applicable

Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 PE/13/2018/REV/1 (OJ L 193, 30.7.2018, p. 1–222).

²⁵ Please note that the eForm must be validated and submitted before the deadline (make sure that you have received a submission number and an e-mail acknowledging receipt of your application). In the approach of the deadline, please ensure that, in case of technical problems, you request assistance before the deadline has passed (see Guide for applicants). Applications which could not be submitted in time, or are made in any other way than by submitting the eForm online will be automatically rejected. No exceptions will be made.

²⁶ <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action (OJ L 77, 15.03.2014, p. 95-108).

Regulation (EU) No 231/2014 of the European Parliament and of the Council of 11 March 2014 establishing an Instrument for Pre-accession Assistance (IPA II) (OJ L 77, 15.03.2014, p. 11–26).

Commission Implementing Regulation (EU) No 447/2014 of 2 May 2014 on the specific rules for implementing Regulation (EU) No 231/2014 of the European Parliament and of the Council establishing an Instrument for Pre-accession assistance (IPA II) (OJ L 132, 03.05.2014, p. 32–52).

Commission Implementing Decision C(2019) 5515 of 19.7.2019 adopting a Multi-country Action Programme for the year 2019

14.5 Contacts

This Call will use the support of the Creative Europe Desks financed by the Creative Europe Programme. For any further information please contact your Creative Europe Desk in your country:

https://ec.europa.eu/programmes/creative-europe/contact_en

Contact within the Agency:

EACEA-IPA-WESTERN-BALKANS-PROJECTS@ec.europa.eu

Annexes:

1. Specific conditions for direct personnel costs
2. Glossary
3. Mandatory documents – check list

Annex I
Specific conditions for direct personnel costs

1. Calculation

The ways of calculating eligible direct personnel costs laid down in points (a) and (b) below are recommended and accepted as offering assurance as to the costs declared being actual.

The Agency may accept a different method of calculating personnel costs used by the beneficiary, if it considers that it offers an adequate level of assurance of the costs declared being actual.

a) for persons working exclusively on the action:

{ monthly rate for the person

multiplied by

number of actual months worked on the action }

The months declared for these persons may not be declared for any other EU or Euratom grant.

The **monthly rate** is calculated as follows:

{ annual personnel costs for the person

divided by 12 }

using the personnel costs for each full financial year covered by the reporting period concerned.

If a financial year is not closed at the end of the reporting period, the beneficiaries must use the monthly rate of the last closed financial year available;

b) for persons working part time on the action

(i) If the person is assigned to the action at a fixed pro-rata of their working time:

{ monthly rate for the person multiplied by pro-rata assigned to the action

multiplied by

number of actual months worked on the action }

The working time pro-rata declared for these persons may not be declared for any other EU or Euratom grant.

The monthly rate is calculated as above.

(ii) In other cases:

{hourly rate for the person multiplied by number of actual hours worked on the action}

or

{daily rate for the person multiplied by number of actual days worked on the action}

(rounded up or down to the nearest half-day)

The number of actual hours/days declared for a person must be identifiable and verifiable.

The total number of hours/days declared in EU or Euratom grants, for a person for a year, cannot be higher than the annual productive hours/days used for the calculations of the hourly/daily rate. Therefore, the maximum number of hours/days that can be declared for the grant are:

{number of annual productive hours/days for the year (see below)}

minus

total number of hours and days declared by the beneficiary, for that person for that year, for other EU or Euratom grants}.

The ‘**hourly/daily rate**’ is calculated as follows:

{annual personnel costs for the person}

divided by

number of individual annual productive hours/days} using the personnel costs and the number of annual productive hours/days for each full financial year covered by the reporting period concerned.

If a financial year is not closed at the end of the reporting period, the beneficiaries must use the hourly/daily rate of the last closed financial year available.

The ‘number of individual annual productive hours/days’ is the total actual hours/days worked by the person in the year. It may not include holidays and other absences (such as sick leave, maternity leave, special leave, etc). However, it may include overtime and time spent in meetings, trainings and other similar activities.

2. Documentation to support personnel costs declared as actual costs

For **persons working exclusively on the action**, where the direct personnel costs are calculated following **point (a)**, there is no need to keep time records, if the beneficiary signs a **declaration** confirming that the persons concerned have worked exclusively on the action.

For **persons assigned to the action at a fixed pro-rata of their working time**, where the direct personnel costs are calculated following **point (b)(i)**, there is no need to keep time records, if the beneficiary signs a declaration that the persons concerned have effectively worked at the fixed pro-rata on the action.

For **persons working part time on the action**, where direct personnel costs are calculated following **point (b)(ii)**, the beneficiaries must keep **time records** for the number of hours/days declared. The time records must be in writing and approved by the persons working on the action and their supervisors, at least monthly.

In the absence of reliable time records of the hours worked on the action, EACEA may accept alternative evidence supporting the number of hours/days declared, if it considers that it offers an adequate level of assurance.

Annex II - Glossary

Definitions applicable in the framework of the Call for Proposals EACEA 39/2019:

Applicant: project leader.

Associated partner: In addition to the organisations formally participating in the activities and qualified as partners, a project may also involve organisations from the public or private sector, which contribute to the implementation of specific project tasks/activities or support the dissemination and sustainability of the project. These organisations can be qualified as "associated partners". For contractual management issues, these organisations are not considered as part of the project partners, and they do not receive EU funding. However, their involvement and role in the project in the different activities have to be clearly described. It should be clear how associated partners can bring an added value to the planned activities by investing resources and know-how. In particular, in case of projects choosing to address the priority D (as per section 2 of the present call) 'Intercultural dialogue and social integration of migrants and refugees', organisations that are dedicated to and have the expertise in the social area of integration of refugees and migrants can be encouraged to be involved in the project as associated partner.

Call for Proposals: This is one of the means of implementing EU programmes. A Call for Proposals is published annually and specifies a number of elements: the objectives pursued and the annual budget allocated to the type of support action concerned, the eligibility, exclusion, selection and award criteria, as well as the relevant supporting documents to be submitted, conditions for obtaining funding from the EU, conditions for the submission of proposals, possible start-up dates for co-financed actions and the timetable for the award procedure. Calls for proposals are published on the website of the institutions of the EU. The conditions published therein are legally binding. For Creative Europe, the present guidelines form the basis for these calls for proposals.

Communication includes information and promotion activities to raise awareness and enhance the external visibility of the project's activities.

Contribution in kind: A contribution in kind is any non-cash contribution to the project by the project leader, the partners or a third party, which can be given a measurable cash value and which is not paid for by the project leader or any of the partners (i.e. costs which are not recorded in their accountancy). It may be a contribution in the form of durable capital goods and equipment, putting at the disposal of premises, raw materials, unpaid charity work by a private individual or corporate body, or staff seconded from and remunerated by another organisation (other than the project leader or partners). Contributions in kind shall not constitute eligible costs.

Cooperation agreement: The cooperation agreement is a legal document signed by the project leader and the partners. The cooperation agreement must be legally valid in one of the countries where the project leader or the partners are established (i.e. a country taking part in the Creative Europe Programme). The cooperation agreement must state all the legal and financial conditions of cooperation between the project leader and all the partners as well as their operational responsibilities (and their financial responsibilities when relevant) in the implementation of the project.

There is no template provided by EACEA, however the cooperation agreement could contain the following information:

- a clear description of the objectives of the project;
- a clear description of the activities which will be implemented in order to achieve these objectives;
- a clear description of the role and obligations of both the project leader and the partners in the design and implementation of the project, including the tasks assigned to each partner;
- a clear description of the budgetary and financial framework including the amounts of financial contributions, and pre-financing amounts;
- legal aspects such as duration of agreement, liability, breach of contract, termination of agreement, governing law and dispute resolution.

Cultural and creative industries: this denomination covers all sectors whose activities are based on cultural values and/or artistic and other creative expressions, whether these activities are market or non-market oriented and whatever the type of structure that carries them out and irrespective of how it is financed. These activities 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 related functions such as education or management. The cultural and creative sectors include inter alia architecture, archives, libraries and museums, artistic crafts, audiovisual (including film, television, video games and multimedia), tangible and intangible cultural heritage, design, festivals, music, literature, performing arts, publishing, radio and visual arts.

Dissemination is a planned process of providing information on the results of the project. It occurs as and when the result of the project and its activities become available.

To effectively disseminate results, an appropriate process at the beginning of the project needs to be designed. This should cover why, what, how, when, to whom and where disseminating results will take place, both during and after the funding period. Dissemination and exploitation of results should form a crucial part of any communication activities taking place during the project's lifetime.

Eligibility period: The period during which eligible costs can be generated. It is stipulated in the grant agreement.

European added value: European added value is additional to the value created by actions of individual Member States. It may result from different factors, e.g. coordination gains, legal certainty, greater effectiveness or complementarities. It reflects broader European relevance and significance of the action with a view to presenting models and mechanisms which can be applied not only regionally or nationally but also EU widely. European added value can be created through for example: promotion of best practices, economies of scale, networking, etc.

Impact is the effect that the activity carried out and its results have on people, practices, organisations and systems. Dissemination and exploitation of results plans can help to maximize the effect of the activities being developed so that they will impact on the immediate participants and partners for years to come. Benefits to other stakeholders should also be considered in order to make a bigger difference and get the most from the project.

Mandate letter: Letter from a partner organisation confirming its participation in a cooperation project (original signature of the legal representative or equivalent required) and giving the legal authority to the project leader for acting on its behalf within the framework of

this cooperation project. The mandate will be annexed to the grant agreement in case of selection.

Outcome: an intangible added value achieved through the achievement of the project objectives and targets. Ordinarily, such added value defies quantification, whether it covers concrete events and actions, content or methodology, or more abstract consequences such as increased awareness, increased skills or improved abilities. Knowledge and experience gained by participants, partners or other stakeholders involved in the project

Output: a tangible product which is produced by a given project and which may be quantified; outputs can be accessible products like artistic productions, showcases, festivals, exhibitions, reports, events, or other.

Partners: The partners are organisations which are active in the cultural and creative sectors as defined in Article 2 of the Regulation n° 1295/2013 of European Parliament and of the Council on establishing the Creative Europe Programme and are established and officially registered in countries taking part in the Creative Europe Programme. The partners have a concrete and essential involvement in the design, implementation and financing of the project. Sole delivery of either services or goods with respect to the project, whether on a contractual basis or not, is not considered in-line with the definition of partner. The partners which are part of a cooperation project give the legal authority to the project leader to act on their behalf within the framework of the cooperation project.

Project leader (applicant): A project leader is an cultural organisation which is active in the cultural and creative sectors as defined in Article 2 of the Regulation No 1295/2013 of European Parliament and of the Council on establishing the Creative Europe Programme and is established and officially registered in a country taking part in the Creative Europe Programme, who performs a coordinating role during the implementation of the project. This role is translated into an overall responsibility for carrying out the activities in accordance with the grant agreement, as well as a concrete and essential involvement in the design, implementation and financing of the project. The project leader will submit the application to the Agency on behalf of all partners and acts as the legal co-signatory of the grant agreement. From that moment on, the project leader becomes the project “coordinator”.

Public body: Public body means a public sector body or a legal entity governed by private law with a public service mission providing adequate financial guarantees. By public sector body is meant the State, the regional or local government or any organisation governed by public law acting on behalf and under the control/responsibility of the State.

Results are achievements of a project that received EU funding. The type of result will vary depending on the type of project. Results can be classified as either outputs or outcomes

Sub-contracting: implies one or several organisations/companies hired as contractors following a procurement procedure, in order to carry out specific tasks or activities which form part of the action as described in the proposal.

Sustainability is the capacity of the project to continue and use its results beyond the end of the funding period. It should be reflected in the design of the project: in its vision and activities as well as in the communication strategy and the partnership.

The project results can then be used and exploited in the longer-term, perhaps via commercialisation, accreditation or mainstreaming. Not all parts of the project or results may

be sustainable and it is important to view dissemination and exploitation as a progression that extends beyond the duration of the project, and into the future.

Annex III – Mandatory documents – Check list

The eForm must be accompanied by all mandatory documents listed below. Failure to comply with these requirements might have an impact on the submission and assessment of the application.

Note: Where documents need to be signed, the signature **has** to be the one of the legal representative of the organisation. For documents with an * **Mandatory** templates are to be found at <https://eacea.ec.europa.eu/sites/ipa/funding/coopwb>

To Attach to the eForm:

Detailed description of the project* *Please note that part A of the 'Detailed description of the project' cannot exceed 30 pages (3.000 characters per A4 page font 11). The part A of the document will not be assessed after the limit of 30 pages.*

Declaration on honour* and **mandates***
 - Signed and duly filled in **Declaration on honour** * (project leader only)
 - **Mandate letters*** duly filled in and signed by the legal representative of each partner

Budget form* (Excel or open office)

To Upload in the Participant Portal/Funding & Tender portal

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

Signed and duly filled in **legal entity form*** and the required annexes (project leaders and partners)

Documents which the project leader must prepare and make available immediately upon request (these documents must *NOT* be provided at the submission stage):

To prove the **legal existence** of the project leader and each of the partners, and **their activity in the cultural and creative sectors**:
 - **private entity**: extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required), statutes;
 - **public entity**: copy of the resolution or decision establishing the public company, or other official document establishing the public-law entity

Copies of **activity reports** of the project leader and each of the partners of the last two years

- Cooperation agreement** signed by the legal representative of each partner and the legal representative of the project leader. *The project must be based on a cooperation agreement concluded between the project leader and the partners. The cooperation agreement must state all the legal and financial conditions of cooperation between the partners as well as their operational responsibilities in the implementation of the project.*

Documents that will be requested only to selected applicants and which need to be uploaded in the Participant Portal/Funding & Tender portal

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

- Signed and duly filled in **financial identification form*** and the required annexes (for project leader only)

- Financial statements** (including balance sheet and profit and loss accounts) of the project leader only for the last two financial years for which the accounts have been closed (only if grant > EUR 60 000) (*not required for public bodies*)