Education, Audiovisual and Culture Executive Agency

Culture Unit

GUIDE FOR APPLICANTS

SUPPORT FOR EUROPEAN COOPERATION PROJECTS

CREATIVE EUROPE (2014-2020)

CULTURE SUB-PROGRAMME

VERSION: September 2016

Disclaimer:

The present guide intends to provide useful information for applicants. It does not replace or overrule the official Guidelines.

INTRODUCTION

This 'Guide for applicants' provides practical guidance on how to apply to the calls for proposal launched under the Culture Sub-programme of Creative Europe.

Before making an application, please ensure that you have carefully read the specific Guidelines of the funding scheme for which you want to apply. We also recommend reading the **eForm User** Guide: https://eacea.ec.europa.eu/creative-europe/funding/support-european-cooperation-projects-2017_en.

Grant applications for the Culture Sub-programme can only be made through the specifically designed **electronic application form ('the eForm')**.

In order to be able to create the eForm, applicants (i.e. project leader and partners) have to register their organisations in the Education, Audiovisual, Culture, Citizenship and Volunteering **Participant Portal** and receive a **Participant Identification Code (PIC)**. Without this PIC, the eForm cannot be generated.

- The first section of this document deals with how to generate and complete the **eForm and its attachments**.

- The second section provides information on a number of **documents that the applicants must keep at the Agency's disposal** as from the submission of the application.

- The third section provides some guidance on completing the **budget form**.

- In the fourth section some tips on **communication** with the Agency are given.

SECTION 1. GENERATING AND COMPLETING THE eFORM

A. Registration in the Participant Portal

Before being able to create a grant application through the eForm, all applicants (i.e. project leader **and** partners) have to register their organisation in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal. The Participant Portal is the tool through which all legal and financial information related to the organisations will be managed.

Information on how to register in the Participant Portal can be found at: http://ec.europa.eu/education/participants/portal.

If you have additional queries regarding the Participant Portal, please consult the following FAQ:
http://ec.europa.eu/education/participants/portal/desktop/en/support/faq.html

A legal entity form and the required annexes have to be uploaded in the portal. You can find the legal entity form here:
http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal-entities_en.cfm

Registration in the portal will result in the creation of a Participant Identification Code (PIC). You will need these PICs to generate your eForm.

IMPORTANT REMARKS:

When registering in the Participant Portal, please be careful that both you and your partners **encode the correct 'Registration Date' in the portal.** This is NOT the date on which the registration in the portal is done, but the **date on which the organisation was legally registered with the national authorities as a legal entity.** The registration date will be taken into account when verifying that both the project leader and the partners exist legally for at least 2 years on the date of the deadline for submission.

Branches and other entities whose legal personality is not independent from a mother entity, must apply through their mother entity.

You only need to create a PIC once. If your organisation already created a PIC in order to apply for a previous call for proposals, the same PIC has to be used.

Make sure to use the contact email of a person who is working in your organisation on permanent basis or use a functional mailbox.

B. Generating the electronic application form (eForm)

Once all partners who will be involved in the project have their PIC, the eForm can be generated by going to the Participant Partnership Management Tool:
https://eacea.ec.europa.eu/PPMT/

Create a new application by clicking on "Create new application for funding" on the left side of the screen.

Select the Creative Europe Programme

You can filter the different calls under the Culture Sub-programme by clicking on the arrows next to Sub-programme name.

Double-click on the line of the type of application you want to make. Be careful to choose correctly between either **Category 1 Smaller scale projects** or **Category 2 Larger scale projects**.

Select the language version of the eForm (English, German or French) and click 'Next step'.

You must then enter the PIC codes of the partners in the project and identify which organisation will act as applicant organisation (i.e. lead partner). Click on 'Next step' when you have entered the PIC codes of all partners and click on 'Create application eForm'. Your eForm will be generated. Make sure to save it on your computer.

IMPORTANT REMARKS:

Please note that the eForm must be validated and submitted **before the deadline.** 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**.

Make sure that you have submitted your eForm online, that you have received a submission number and that you have received an e-mail acknowledging receipt of your application. For more information please read the eForm User Guide.

In case of a **technical problem** (e.g. you are not able to create the eForm, the eForm crashes or freezes, you encounter problems during submission, etc.), first consult the '**Known issues**' section of the following website: http://eacea.ec.europa.eu/documents/eforms_en. If you cannot find an answer there, **contact the EACEA Technical HelpDesk (eacea-helpdesk@ec.europa.eu or +32 229 90705)**.

In the approach of the deadline, please ensure that you request assistance **before the deadline** has passed. If the problem cannot be solved immediately, the EACEA Technical HelpDesk can – **in exceptional cases** and only when the problem has been notified before the deadline, is linked to technical problems related to the eForm itself and is accompanied by an otherwise valid version of the eForm – submit the eForm on your behalf. If the EACEA Technical HelpDesk is contacted **after 12:00 midday Brussels time** on the day of the deadline, your application will under no circumstances be accepted due to the **principle of equal treatment of all applicants.**

When contacting the EACEA Technical HelpDesk by e-mail, clearly describe the technical problem. **It is advisable to attach a document with print screens to illustrate the problem and to join your eForm**.

Should you encounter problems of a **non-technical nature** (e.g. problems with filling in the budget form, questions concerning the content of the eForm or the rules applicable to the scheme, etc.), please contact, in due time, the **Creative Europe Desk** (http://ec.europa.eu/culture/tools/creative-desks_en.htm) of your country. If they cannot help, or are unavailable, you can write an e-mail to EACEA-CREATIVE-EUROPE-COOPERATIONPROJECTS@ec.europa.eu.

Please note that in compliance with the principle of equal treatment of all applicants, neither Commission services nor EACEA staff are authorised to answer questions aimed at helping to develop your application.

C. Completing the eForm

Cover page – Language to be used when applying

Note that the eForm must be completed in one of the official languages of the Union. **Do not use multiple languages** in your eForm. Moreover, it is highly recommended to use the same language as the one used for the detailed description of the project, which is to be attached to the eForm.

As the project leader is submitting the application on behalf of the partnership, the partners should be fully aware of the contents of the application.

Part A. Identification of the applicant and if applicable other organisation(s) participating in the project

This part of the eForm must be completed for all organisations participating in the project (project leader and partners). Please note that you need to respect the minimum number of participating organisations as stipulated in the Guidelines in the section on eligibility criteria.

Parts of this section will be pre-filled with information coming from the Participant Portal. The rest must be completed manually.

IMPORTANT REMARKS:

For partners, the legal representative (and not the contact person) should be identified in the eForm (in part A.2 of the eForm).

Note that the legal representative (both for the project leader and the partners) mentioned in the eForm **must be the same person as the one signing the documents** that must be submitted together with the eForm.

The eForm has been configured to accept organisations from all countries potentially eligible to apply for the Culture Sub-programme. **As applicant, it is your responsibility to verify which countries are indeed eligible for participation** by consulting http://eacea.ec.europa.eu/creative-europe/library/eligibility-organisations-non-eu-countries_en.

Should you wish to **remove or add organisations participating in the project after you have generated your eForm**, you will have to upload the eForm in the Participant

Partnership Management Tool (https://eacea.ec.europa.eu/PPMT/) and revise the list of partners. All other information already encoded in the eForm will remain untouched. Please consult the eForm User Guide (https://eacea.ec.europa.eu/creative-europe/funding/support-european-cooperation-projects-2017_en) for detailed instructions.

Click on 'Browse' and select the eForm that you were working on. Click on 'Upload' and on 'Next step' when you see the list of organisations originally involved in the application. You can now either remove certain organisations, or add new ones by entering their PIC. Finally you have to re-generate your eForm.

IMPORTANT REMARKS:

Should the project leader's **contact details change** at any moment during the selection procedure, you have to communicate these changes immediately by sending an e-mail to: EACEA-CREATIVE-EUROPE-COOPERATIONPROJECTS@ec.europa.eu. Clearly mention your submission number in the header of the message.

If the **organisation data** (of project leader or partner) encoded in the Participant Portal **change**, corrections will have to be made in the Participant Portal: https://eacea.ec.europa.eu/PPMT/)

Part B. Organisation and activities

This part of the eForm must be completed by all organisations participating in the project (project leader and partners).

Parts of this section will be pre-filled with information coming from the Participant Portal. The rest must be completed manually.

B.3 Other EU grants

3.1 Please <u>only</u> provide information on EU funding received in the last three years. Indicate the EU Programme, the grant agreement number (contract reference number), the organisation which was awarded the grant and the title of the project.

3.2 Should you have requested funding from another EU Programme for the **same project** as the one for which you are filling in the current application form, fill in these fields by indicating the Programme concerned and the amount requested. In case your application is selected for funding by the other Programme, you should inform our

services by e-mail immediately: EACEA-CREATIVE-EUROPE-COOPERATIONPROJECTS@ec.europa.eu.

Part C. Description of the project

C.1 Calendar of the project

The project start date should lie between **May and December 2017 for Category 1 Smaller scale projects** and between **June and December 2017 for Category 2 Larger scale projects**. However, an EU grant may be awarded for a project which has already begun if the applicant can demonstrate the need to start the project before the agreement has been signed.

In case of an early start date, you will have to provide an **adequate justification (in the appropriate box of the eForm).** Note that **this justification will be assessed by the Agency and will not be granted automatically.** This means that – should you start the project before the signature of the award decision – you do this at your own risk.

C.2 Organisation – dependencies

In the column **'Number of staff employed by the organisation'**, please encode the number of staff normally working for the organisation. In the column **'Number of staff recruited by the organisation in relation to this project**', please provide information on the new staff that will be recruited for the implementation of the project.

If there is a dependency between the project leader and the partners involved in the application, please explain the nature of this dependency.

Two organisations (legal entities) have a dependency where there is a controlling relationship between them. This is the case when a legal entity directly or indirectly controls the other or a legal entity is under the same direct or indirect control as the other.

Legal entity A controls legal entity B when:
- A, directly or indirectly, holds more than 50% of the share capital or a majority of voting rights of the shareholders or associates of B.
or
- A, directly or indirectly, holds in fact or in law the decision-making power in B.

Ownership or supervision of legal entities by the same public body shall not in itself give rise to a controlling relationship between them.

C.3 Relevance to the Programme priorities

Please choose as appropriate. You may select up to three priorities. If more than one priority is ticked, you will have to provide a ranking.

C.4 Fields

Please choose at least one sub-field. Note that if more than one sub-field is ticked, the project will be considered as being interdisciplinary and you will need to identify the three most relevant fields.

C.5 Countries participating in the Culture Sub-programme that will host and/or benefit from the activities

Please select as appropriate. Make sure that your choices are coherent with the project description and work programme.

C.6 Summary of the project

Select the language in which you will write the project summary. Should you select another language than English, you will also be required to provide a project summary in English.

Note that this summary in English may be used for dissemination purposes. Hence, the summary should provide the reader with a clear understanding of the objectives and content of the project and its relevance to the Culture Sub-programme.

C.7 Summary of the project's budget

First complete the budget form (see Section 3 for instructions). Copy the total amounts of the different budget chapters from the budget form into the eForm.

In case of a discrepancy between the summary of the project's budget in the eForm and the estimated budget attached to the eForm, the figures that will be taken into consideration for the analysis will be those provided in the Excel budget form attached to the eForm.

The distribution of the EU grant between the project leader and the partners must be provided in the eForm as well. Make sure that the figures correspond to the information in the budget form.

Part D. Overview of the partners' operational & financial capacity

This part of the eForm must be filled in for all the partners participating in the project.

Each partner should provide information on its experience in European and international projects. Give a concise description of each partner's activities permitting to evaluate their operational capacity in relation to the project for which you are applying.

Each partner involved in the project should also indicate the <u>amount in self-financing</u> it will contribute to the project. **This amount <u>should correspond to the amount mentioned in the mandate letters</u>, and to the information provided in the <u>budget form.</u>**

If other organisations, besides the project leader and the partners, contribute to the project, you can detail their role at the end of this section of the eForm. Note that these organisations will not be able to incur eligible costs in the framework of the project.

Part E. Award criteria

Note that the answers provided under this part of the eForm will serve to evaluate the quality of the application.

Part F. Work programme

Please provide a detailed work programme for the **entire** duration of the project. Make one entry per activity. Do not group activities unless there really is no other possibility. Experts will evaluate your capacity to plan and successfully achieve your objectives based on the work programme.

You are required to provide a brief description of each activity (cultural activity, meeting, workshop, conferences, residency, etc.), as well as a start and end date, the country and place where the activity will take place, and the name of the partner(s) responsible for the activity.

Make sure that the information provided in the work programme is coherent with the detailed description of the project and the budget form.

You can encode up to 50 activities in the eForm. If you have more activities, you must detail the rest of the activities in a table in the detailed description of the project, using the same table structure as in the eForm.

Part G. Statistics

Please provide statistical information corresponding to your project.

Attachments to the eForm

IMPORTANT REMARK:
There is a limit to the **total combined** size of your attachments. This is **10MB**. If you receive a message advising you that the total size of the documents exceeds the maximum allowed, please reduce the size

1. Detailed description of the project

There is no prescribed format for this document. However, the document should describe in a clear manner the general concept and objectives of the project and provide a substantiated strategy of how the project plans to implement one or more of the programme priorities. It should lay out the activities envisaged and their objectives, the potential impact of the project at European level, the role of the different partners, as well as any other elements deemed appropriate.

In case the eForm does not provide enough space to adequately describe some of the aspects of your project, you may insert these elements in the detailed description.

There is **no prescribed length** for this document. In order not to make it too heavy, we recommend **limiting the use of pictures** in it as much as possible.

In case your project is selected, the detailed description of the project will be annexed as an integral part to the grant agreement.

2. Declarations on honour and mandates

This attachment must be a **combined scan** of the completed and signed declaration on honour and mandates.

- *Declaration on honour* (only to be provided for project leader)

   Several fields need to be filled in and ticked. Please ensure to have mentioned the **amount of the total EU grant requested**. The document must be signed by the legal representative of the project leader.

- *Mandates* (one per partner involved in the project)

   The documents must be signed by the legal representative of the partner.

   By signing the mandate letter, each partner mandates the project leader to act in their name and for their account during the implementation of the action.

   The **amount to be mentioned** in the mandate is the amount of **self-financing** that the partner organisation will invest in the project.

The template documents to be used can be found on the Agency's website: https://eacea.ec.europa.eu/creative-europe/funding/support-european-cooperation-projects-2017_en.

> **Carefully check that your scan includes ALL parts of the declaration on honour and ALL the mandates.**

3. Budget form

The template document can be found on the Agency's website: https://eacea.ec.europa.eu/creative-europe/funding/support-european-cooperation-projects-2017_en.

Complete the budget form and attach it directly to the eForm (in xls, xlsx or ods version).

In case your project is selected, the estimated budget will be annexed as an integral part to the grant agreement.

Please consult Section 3 of this guide for instructions on how to fill in the budget form.

4. Partnership information

The template document can be found on the Agency's website: https://eacea.ec.europa.eu/creative-europe/funding/support-european-cooperation-projects-2017_en.

It must be completed in either English, French or German.

The information to be provided in this document consists of two parts:

A. Information to be provided for the project leader **and** each of the partners (this section of the template document needs to be copied as many times as there are partners in the project)

1) Unofficial translation in English, French or German of the **official aims and objectives of the organisation as per the statutes/articles of association of the organisation**. Copies of the statutes/articles of association may be requested to verify whether the correct information was provided.

2) Overview of the (main) **activities in the cultural and creative sector** of the last 2 years (dates, title, short description, link to activity-specific website).

3) **CV**('s) of the **person** (people) **responsible for the overall coordination and implementation** of the project for which the funding application is being made.

> **IMPORTANT REMARK:**
>
> **Note that this information will be used to assess both eligibility criteria** (are the organisations active in the cultural and creative sector?) **and award criteria** (relevance of the experience of the team implementing the project). Its correctness is hence of crucial importance.

B. Text of the cooperation agreement (to be provided only once, at the end of the partnership information document only)

The signed version of the cooperation agreement must be available – upon request of the Agency – immediately. It must hence be signed and kept at the Agency's disposal as from the submission of the application.

The cooperation agreement should clearly describe the tasks and roles to be carried out by each partner, as well their financial contribution. There is **no template** provided for this document as the modalities governing the cooperation are to be decided by the project partners, but to give an idea, 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 the project leader and each partner 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 the agreement, liability, breach of contract, termination of agreement, governing law and dispute resolution.

The cooperation agreement must be coherent with the detailed project description.

It is advisable for the duration of the cooperation agreement to include as well the period needed to report to the Agency. As the final report of the project must be submitted within 2 months after the end of the eligibility period, we suggest to extend the duration of the cooperation agreement with about 6 months after the end date of the project.

It is recommended to sign a multilateral cooperation agreement (between the project leader and all the partners together) rather than multiple bilateral agreements (between the project leader and each of the partners separately).

D. Submitting the eForm (**deadline: 23 November 2016, before 12.00 h midday Brussels time)**

Once your eForm is complete and all mandatory documents have been attached, you must submit it. You will receive an e-mail from the Agency, acknowledging receipt of your electronic application.

IMPORTANT REMARKS:

Please note that the eForm must be validated and submitted **before the deadline.** 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**.

Make sure that you have submitted your eForm online, that you have received a submission number and that you have received an e-mail acknowledging receipt of your application. For more information please read the eForm User Guide.

In case of a **technical problem** (e.g. you are not able to create the eForm, the eForm crashes or freezes, you encounter problems during submission, etc.), first consult the '**Known issues'** section of the following website: http://eacea.ec.europa.eu/documents/eforms_en. If you cannot find an answer there, **contact the EACEA Technical HelpDesk (eacea-helpdesk@ec.europa.eu or +32 229 90705)**.

In the approach of the deadline, please ensure that you request assistance **before the deadline** has passed. If the problem cannot be solved immediately, the EACEA Technical HelpDesk can – **in exceptional cases** and only when the problem has been notified before the deadline, is linked to technical problems related to the eForm itself and is accompanied by an otherwise valid version of the eForm – submit the eForm on your behalf. If the EACEA Technical HelpDesk is contacted **after 12:00 midday Brussels time** on the day of the deadline, your application will under no circumstances be accepted due to the **principle of equal treatment of all applicants.**

When contacting the EACEA Technical HelpDesk by e-mail, clearly describe the technical problem. **It is advisable to attach a document with print screens to illustrate the problem and to join your eForm**.

Should you encounter problems of a **non-technical nature** (e.g. problems with filling in the budget form, questions concerning the content of the eForm or the rules applicable to the scheme, etc.), please contact, in due time, the **Creative Europe Desk** (http://ec.europa.eu/culture/tools/creative-desks_en.htm) of your country. If they cannot help, or are unavailable, you can write an e-mail to EACEA-CREATIVE-EUROPE-COOPERATIONPROJECTS@ec.europa.eu.

Please note that in compliance with the principle of equal treatment of all applicants, neither Commission services nor EACEA staff are authorised to answer questions aimed at helping to develop your application.

SECTION 2. OTHER DOCUMENTS

Documents which the project leader must be able to make available <u>immediately</u> upon request of the Agency

The Agency might request the project leader to provide any of the following documents **during the selection process**. It is the project leader's responsibility to ensure that these documents are ready when submitting the online application, so that they can be made available immediately upon request. **Failure to provide some of these documents immediately upon request may result in the ineligibility of the application.**

1. A copy of the **official *statutes/articles of incorporation*** <u>of the project leader and each of the partners</u> (e.g. as published in the national Official Journal). These must allow the Agency to verify the aims and objectives of the organisations involved in the project (are they indeed active in the cultural and creative sector?), as well as the date of registration of the organisations (does the organisation indeed exist as a legal person for at least 2 years on the date of the deadline for submission?). If the date of registration is not provided for in this document, a copy of the registration of the organisation with the national authorities must be provided.

   An unofficial translation in English, French or German of the part of the statutes/articles of incorporation dealing with the aims and objectives of the organisation must be provided in the 'Partnership information' attachment to the eForm.

2. The signed version of the **cooperation agreement**, <u>signed by the legal representative of each partner and the legal representative of the project leader</u>.

   A word version of the cooperation agreement must be provided in the 'Partnership information' attachment to the eForm.

3. Copies of *activity reports* <u>of the project leader **and** partners</u> of the last two years. These activity reports must allow the Agency to verify that the organisations are indeed active in the cultural and creative sector.

In case the application is successful and selected for funding, the Agency will request the project leader to provide a number of documents at very short notice. It is hence best that these are collected immediately after submitting the application.

1. The *financial identification form*, <u>signed by the legal representative of the project leader</u>. If the financial identification form is not stamped by the bank, you also need to provide a copy of a recent bank statement.

   This form can be downloaded from:
   http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm.

2. The *financial capacity form* <u>for the project leader</u> (only if the grant requested is above EUR 60.000).

   The template document can be found at: https://eacea.ec.europa.eu/creative-europe/funding/support-european-cooperation-projects-2017_en.

4. The *financial statements* (including balance sheet and profit and loss accounts) <u>of the project leader</u> for the last two financial years for which the accounts have been closed (only if the grant requested is above EUR 60.000).

   Applicants who have closed only one financial year at the date of submission are authorised to provide financial statements for this year only.

5. An *external audit report* produced by an approved external auditor, certifying the accounts <u>of the project leader</u> of the last available financial year (only <u>if the grant requested is above EUR 750.000</u>).

SECTION 3. BUDGET FORM

<u>A. General remarks</u>

The mandatory template can be found at: https://eacea.ec.europa.eu/creative-europe/funding/support-european-cooperation-projects-2017_en.

The completed document (in xls, xlsx or ods format) must be attached directly to the eForm.

If your project is selected, the estimated budget will be annexed as an integral part to the grant agreement.

Please take sufficient time to fill in your budget. Make sure that it is **coherent** with the information you provide in the eForm and in any other documents (mandates, detailed description, cooperation agreement, etc.) which are part of the application.

All amounts must be given in EUR. Applications from countries outside the euro zone must use the **EUR exchange rate** published on the Infor-euro website available at http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm on the month <u>of the publication of the call for proposals</u>.

IMPORTANT REMARKS:

Before completing the budget, please make sure that you have **carefully read the Guidelines** related to the funding scheme for which you are applying. **Section 11 on financial provisions** contains important information for completing the budget, such as what constitutes eligible expenditure.

It may be useful to watch the **E-tutorial on the financial management of your project** (http://eacea.ec.europa.eu/creative-europe/library/e-tutorial-financial-management-your-project_en). This E-tutorial is addressed to successful applicants, but contains helpful information on eligibility of expenditure and other rules related to the financial management of your project.

The budget was made using Microsoft Excel 2010. It is recommended to use the same version to complete the budget form. An open source version of the budget form can be provided.

IMPORTANT REMARK:

There are formulas in the workbook which ensure its proper functioning. **If you need extra rows in a specific budget chapter, you need to copy an existing row in the same budget chapter, and copy it <u>between two</u> already existing rows in the**

concerning budget chapter. You can then renumber the rows manually. **Do NOT insert the copied row after the last existing row in the budget chapter because then the totals will not be correct anymore.**
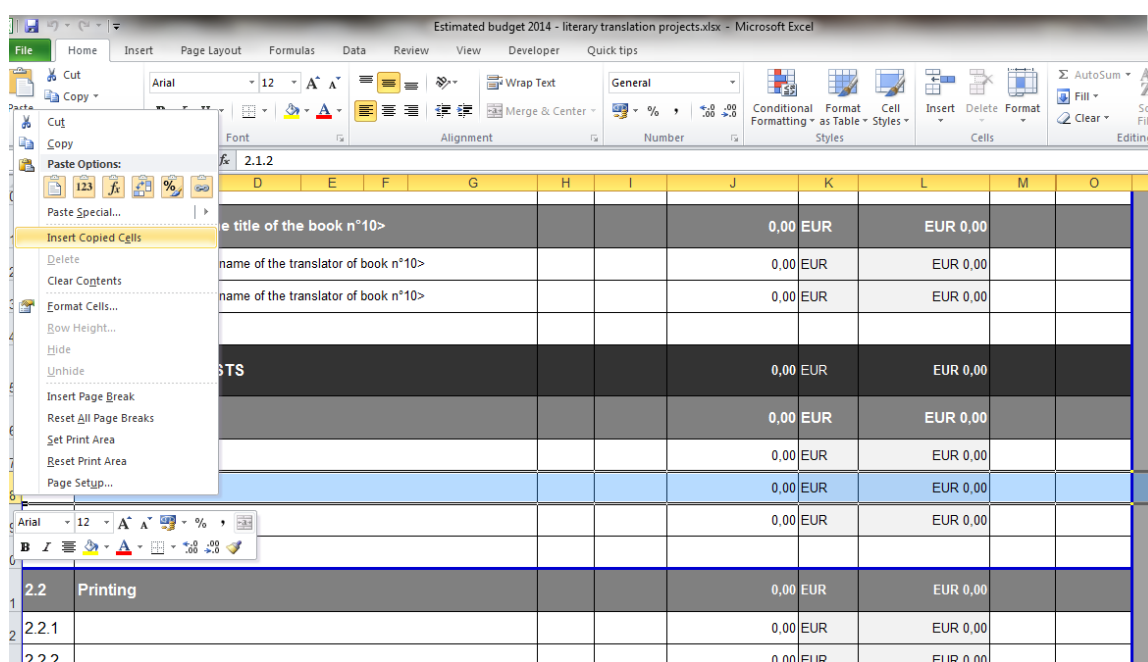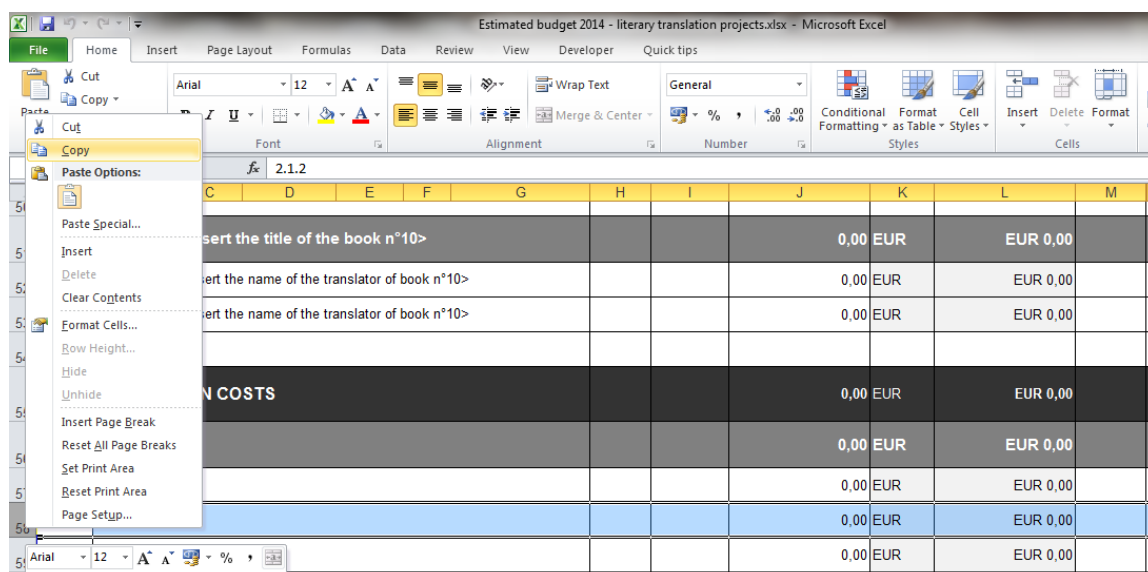
B. How to fill in the budget form

Start by filling in the name of the project leader, the title of the project and the start and end dates of the project (eligibility period) in the yellow fields of the 'Consolidated revenue' worksheet.

Detailed and consolidated budget –Expenditure

You must then fill in the detailed expenditure per partner in the project. The expenditure of the project leader must be completed in the worksheet 'Detailed exp project leader'. There is a separate worksheet per partner involved in the project (please follow the

order used in the eForm). The name of each partner must be entered in the yellow field on top of their specific worksheet.

If the project leader or any of the partners is based in a country outside the Euro zone, the applicable exchange rate (i.e. the one published in the Official Journal of the EU for the month in which the call for proposals was published) and the currency used must be filled in in the yellow fields in the worksheet of that specific partner.

Please also indicate whether the organisation in question is able to recuperate VAT or not by selecting the option 'yes' or 'no' in the yellow field.

Per cost incurred, you must:
- provide a description of the cost
- give the reference number of the activity in the eForm work programme to which the cost is related
- the number of units
- the type of unit used (e.g. days, months, years)
- the unit cost or rate
  (the total amount is calculated automatically)
- whether the cost is related to a third country[1] or not
- whether the cost concerns subcontracting[2] or not.

The expenditure encoded in the different worksheets will be transferred automatically to the 'Consolidated expenditure' worksheet.

Once all expenditure is encoded, you will need to check in this worksheet that the maximum of 30% of **third country costs** and 7% of **indirect costs** is respected. If this is not the case, adjustments at the level of the detailed expenditure per partner will have to be made.

> **Please foresee in your travel/subsistence costs a trip for two people to Brussels to participate in a kick-off meeting for project leaders of selected projects.**

Consolidated budget – Revenue

On the revenue part, please provide information on the distribution of the EU grant, contributions from private and public sources for the project, and on income generated by the project.

Start by completing the distribution of the EU grant between the partners. This must correspond to the information provided in section C.7 of the eForm.

Verify that the total EU grant requested respects the maximum amount (EUR 200.000 for category 1 Smaller scale projects and EUR 2.000.000 for category 2 Larger scale projects) and maximum percentage of co-financing (60% for category 1 Smaller scale projects and 50% for category 2 Larger scale projects).

Any income that you intend to generate through the project (sales of tickets, books, etc.) should be registered in the estimated budget.

---

[1] A third country cost is a cost relating to natural persons who are citizens of a country not participating in the Culture Sub-programme, organisations based in such a country or activities taking place in such a country.
[2] Please consult section 11 of the Guidelines for a definition of and rules on subcontracting.

The **self-financing** in own and raised funds must be completed for all partners. These amounts must correspond to the amounts in the mandates and the amounts mentioned in Part D. of the eForm.

Contributions from private and public sources, whether already secured or not, should be provided. If an organisation expects to receive multiple contributions from, for example different public sources, the names of the different sources should be provided on the same line.

107	<insert the name of the partner n°18>			0,00	EUR	1,000000	0,00
108	<insert the name of the partner n°19>		0,00	EUR	1,000000	0,00
109	<insert the name of the partner n°20>		0,00	EUR	1,000000	0,00
110						
111	**4.2 CONTRIBUTIONS FROM PUBLIC SOURCES**					35.000,00
112	**Name of the beneficiary**	**Name of the organisation giving funds**				
113	<insert the name of the project leader>		0,00	EUR	1,000000	0,00
114	<insert the name of the partner n°2>	Ministry of Culture (20.000), City of XXX (15.000)	35.000,00	EUR	1,000000	35.000,00
115	<insert the name of the partner n°3>		0,00	EUR	1,000000	0,00
116	<insert the name of the partner n°4>		0,00	EUR	1,000000	0,00
117	<insert the name of the partner n°5>		0,00	EUR	1,000000	0,00
118	<insert the name of the partner n°6>		0,00	EUR	1,000000	0,00
119	<insert the name of the partner n°7>		0,00	EUR	1,000000	0,00
120	<insert the name of the partner n°8>		0,00	EUR	1,000000	0,00
121	<insert the name of the partner n°9>		0,00	EUR	1,000000	0,00
122	<insert the name of the partner n°10>		0,00	EUR	1,000000	0,00
123	<insert the name of the partner n°11>		0,00	EUR	1,000000	0,00
124	<insert the name of the partner n°12>		0,00	EUR	1,000000	0,00

IMPORTANT REMARK:

Please make sure that your budget is balanced (i.e. expenditure = revenue).

SECTION 4. COMMUNICATING WITH THE AGENCY

Candidates can find all information relating to the calls on the website of the Agency: https://eacea.ec.europa.eu/creative-europe/funding/support-european-cooperation-projects-2017_en.

Information on latest developments will be provided on the same website. We recommend that you consult it regularly.

All queries related to the preparation of applications should be addressed to the **Creative Europe Desk** of your country. A contact list is available at: http://ec.europa.eu/culture/tools/creative-desks_en.htm. If they cannot help, or are unavailable, you can write an e-mail to EACEA-CREATIVE-EUROPE-COOPERATIONPROJECTS@ec.europa.eu**.**

For reasons of transparency, equal treatment and non-discrimination, no communication with the Agency is allowed during the selection procedure, except for technical problems.

For **technical problems** related to the eForm, please consult the **eForm User Guide**: https://eacea.ec.europa.eu/creative-europe/funding/support-european-cooperation-projects-2017_en. Also consult the '**Known issues'** section of the following website: http://eacea.ec.europa.eu/documents/eforms_en.

If, after referring to these documents, you still have questions or the technical problem has not been solved, you may contact the **EACEA Technical HelpDesk, preferably by e-mail** (eacea-helpdesk@ec.europa.eu) so that there is a written trace of your question. When doing so, clearly describe the technical problem. **It is advisable to attach a document with print screens to illustrate the problem and to join your eForm**.

The HelpDesk can also be joined by phone (+32 229 90705), but if you do so it is best to send an e-mail afterwards, referring to the phone conversation you had.

The HelpDesk is available from Monday to Thursday from 08.30 to 17.30, and on Friday from 08.30 to 17.00 (Brussels time), except on the day of the deadline for submission when the Technical HelpDesk closes at 12.00 h midday Brussels time.

In the approach of the deadline, please ensure that you request assistance **before the deadline** has passed. If the problem cannot be solved immediately, the EACEA Technical HelpDesk can – **in exceptional cases** and only when the problem has been notified before the deadline, is linked to technical problems related to the eForm itself and is accompanied by an otherwise valid version of the eForm – submit the eForm on your behalf. If the EACEA Technical HelpDesk is contacted **after 12:00 midday Brussels time** on the day of the deadline, your application will under no circumstances be accepted due to the **principle of equal treatment of all applicants.**