



Creative Europe Programme (CREA)

Call for proposals

Music Moves Europe
(CREA-CULT-2024-MME)

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EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

EACEA.B – Creativity, Citizens, EU Values and Joint Operations
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CALL FOR PROPOSALS

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0. Introduction

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

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

- Regulation 2024/2509 ([EU Financial Regulation](#))
- the basic act (Creative Europe Regulation [2021/818](#)¹).

The call is launched in accordance with the [2024 Work Programme](#)² and will be managed by the **European Education and Culture Executive Agency (EACEA)** ('Agency').

The call covers the following **topic**:

- **CREA-CULT-2024-MME — Music Moves Europe**

Applicants cannot submit more than one proposal under this call.

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

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

- the [Call Document](#) outlines the:
 - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)
 - timetable and available budget (sections 3 and 4)
 - admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)
 - criteria for financial and operational capacity and exclusion (section 7)
 - evaluation and award procedure (section 8)
 - award criteria (section 9)
 - legal and financial set-up of the Grant Agreements (section 10)
 - how to submit an application (section 11)
- the [Online Manual](#) outlines the:
 - procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')
 - recommendations for the preparation of the application

¹ Regulation (EU) 2021/818 of the European Parliament and of the Council of 20 May 2021 establishing the Creative Europe Programme (2021 to 2027) (OJ L 189/34, 28.5.2021).

² Commission Implementing Decision C(2023) 6084 of 14 September 2023 concerning the adoption of the Work Programme for 2024 and the financing decision for the implementation of the Creative Europe Programme.

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

You are also encouraged to visit the [EU Funded projects | EU Funding & Tenders Portal \(europa.eu\)](#) website to consult the list of projects funded previously.

1. Background

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

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

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

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

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

Policy framework

The Creative Europe Programme contributes to **European policy initiatives in the field of culture**, notably the [EU Work Plan for Culture 2023-2026](#) and the [2018 New European Agenda for Culture](#). The actions of the Programme will also continue contributing to the implementation of high-level initiatives such as the European Green Deal and the New European Bauhaus, as well as achieving future policy priorities relevant for culture under the new Commission mandate. One of the current priorities of the current EU Work Plan for Culture is to stimulate the green transition of the cultural and creative sectors, and corresponding actions are currently being implemented, including an Open Method of Coordination Member States experts' group. The European Commission also organised a civil society dialogue on this topic, via the [Voices of Culture](#), which issued its [brainstorming report](#) in September 2023.

The Programme also takes into account Council Conclusions, including those adopted since 2021, such as on “[The recovery, resilience and sustainability of the cultural and creative sectors](#)” on “[Culture, high-quality architecture and built environment as key elements of the New European Bauhaus initiative](#)” or on “[Building a European Strategy for the Cultural and Creative Industries Ecosystem](#)”.

Creative Europe will take on board the priorities of the 2023 European Year of Skills as continuous upskilling of the professionals of the sector is key to its competitiveness.

Building on the legacy of the European Year of Youth 2022, the Programme will continue to support cultural initiatives that engage, connect and empower young people, either as audience and/or as emerging artists.

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

Activities shall also be implemented in line with the values enshrined in the [Declaration on European digital rights and principles](#), which promotes a sustainable, human-centric vision for the digital transformation.

2024 priorities: Culture strand

The Programme will help to address the current and upcoming political priorities relevant for culture, contributing to the recovery and resilience of the cultural and creative sectors, and supporting and enabling them to become drivers of transformative changes, such as the green transition. It will support Ukrainian culture and creative sectors (the participation of Ukrainian cultural and creative professionals will continue to be encouraged in all Programme actions. Finally, it will pursue targeted action in the cultural field helping the sectors to deal with selected challenges, as described in the Annual Work Programme 2024.

Furthermore, as stated in the 2025 annual work programme, Creative Europe will continue to contribute to the **EU overarching priorities**. Creative Europe will play its role in contributing to the green and digital transitions and strengthening social and economic resilience, by integrating these dimensions alongside ongoing support to content creation and distribution, as foreseen by the legal basis.

In particular with respect to inclusion and diversity and greening of Creative Europe:

- i. **Inclusion and diversity, notably gender balance:** projects shall facilitate access to European cultural and creative content for all groups and audiences, especially for professionals and participants with disadvantaged backgrounds and fewer opportunities related to disability or health problems, including mental health, economic, social or geographical obstacles to promote societal resilience, enhance social inclusion and allow for intercultural dialogue. Particular attention will be paid to fostering gender equality (in line with the EU [Gender Equality Strategy 2020-2025](#), taking inspiration in the [Gender Mainstreaming Toolkit](#)), in particular as a driver of creativity, economic growth and innovation. All activities funded under the programme must incorporate a gender equality perspective

and contribute to the equal empowerment of women and men, ensuring that they achieve their full potential and benefit from the same rights.

- ii. **Greening of Creative Europe:** projects shall contribute to the [European Green Deal](#), in particular, by making efforts to adopt more environmentally sustainable (green) practices, strengthen synergies, build up capacity and knowledge and disseminate green ideas and, by this, contribute to the achievement of the overall target of 30% of the Union budget expenditure supporting climate objectives. Culture on one hand can play an important role in the green transition through awareness-raising, learning, communication, and on another has the potential to develop innovative ways of tackling environmental challenges and to minimize the impact on environment. The [Study on Greening the Creative Europe Programme](#) has established that expertise for the greening of the creative and cultural sectors exists. Beneficiaries of the Creative Europe programme should help to spread and integrate this knowledge into the functioning of the cultural and creative sectors and beyond. Furthermore, a document on the [quality assessment of green aspects in Creative Europe projects \(Culture Strand\)](#), should allow applicants for guidance in this respect. Seeking to build an understanding of how Creative Europe (Culture strand) projects may be 'greener', this document will provide information on concepts, key questions, and basis to assess environmental sustainability aspects included in projects.

Music Moves Europe

Music Moves Europe (MME) is the European Commission's framework to support the European music sector based on stakeholder dialogue, political coordination, legal provisions and funding. The Commission's support under MME is developed around six strategic priorities: to stimulate and accompany the sector's digital transition; to stimulate and accompany its green transition; to promote European music diversity; to encourage fair remuneration of artists and other working conditions; to improve data about the music sector; and to support the cross-border mobility of artists as well as the circulation of repertoire within and beyond Europe.

Since 2015, under MME, the Commission has developed this targeted support to music as a sector and policy field, with the aim of fostering a diverse, inclusive, competitive, and sustainable music ecosystem and to help it address the challenges it faces. In 2018, the initiative was strengthened with a three-year Preparatory action on music (EUR 7 million) to pilot-test and prepare future EU support, in particular under the Creative Europe programme (2021-2027), which resulted in the financing of five EU studies and around 60 smaller-scale projects on a variety of themes of interest to the sector.

The current Creative Europe programme's Culture strand includes "sectorial support for music" in the form of targeted MME calls, in addition to funding opportunities under the programme's horizontal actions (i.e. European cooperation projects, European networks of cultural and creative organisations, European platforms for the promotion of emerging artists, Pan-European cultural entities, Culture Moves Europe). The programme also funds the EU prize for music (Music Moves Europe awards). In addition, music benefits from the innovation-focused calls under the Cross-sectoral strand. The sector also receives funding under other EU programmes (e.g. Erasmus+, Horizon Europe, InvestEU).

Many EU-led developments on the regulatory side (such as the implementation and enforcement of the [Copyright Directive](#) or the new [AI Act](#)) and related EU policy discussions on the fair remuneration of creators, diversity or access to funding are particularly important for this sector.

The Commission supports the organisation of an MME dialogue (2023-2026), taking place at major European music conferences and including also two EU-level conferences, to get more structured input from the sector for the work on music at EU level, and to stay abreast of developments in the complex and dynamic European music ecosystem.

Taking into consideration the above, under the MME initiative, this call will focus on supporting the green transition and environmental sustainability of the music ecosystem.

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

Objectives

This MME call aims to support **the green transition and environmental sustainability of the European music ecosystem**. This is in line with the Commission's overall ambition for MME to promote the competitiveness, diversity and sustainability of the European music ecosystem and the strategic goal of stimulating and accompanying the sector's green transition. It also complements the EU policy agenda for culture (EU Work Plan for Culture 2023-2026, action on "stimulating the green transition").

The purpose of this call is to select one consortium that will deliver on all **three distinctive, but linked activities** explained in the below sections "Themes and priorities (scope)" and "Activities that can be funded (scope)".

Themes and priorities (scope)

This call aims to support the implementation of the following three priorities:

1. A **strategic needs assessment** identifying practices in the music ecosystem that need to change and a **mapping** (by themes and musical subsector) of best/innovative green practices or tools. The purpose of this activity is to provide information to the music sector and its organisations/professionals on greening issues and existing practices.

The needs assessment and mapping of good practices should be based mainly on existing studies. It should take into consideration the diverse approaches in Europe and ensure geographical balance. It shall result in a publishable report.

2. A **capacity building/awareness-raising and training programme** for the music sector to improve skills and knowledge in order to facilitate the sector's green transition. The purpose of this activity is to enable music sector organisations, artists and other professionals to share and acquire the knowledge, skills and competences to become (more) active in greening the music ecosystem and possibly to develop a network of "green" specialists in the sector.

3. A financial support scheme **redistributing funds** (through cascading grants) **to organisations** ("third parties") active in the music sector to adopt best/innovative practices for its green transition and environmental sustainability. This scheme aims to build the capacities of the selected beneficiaries and to support them in applying greener practices or in developing and testing innovative concepts or initiatives. Applications should include the design, implementation and monitoring of a single financial support scheme that redistributes funds in the form of grants ('financial support to third parties') to final recipients within Europe's music sector through open calls for proposals.

Activities that can be funded (scope)

Applications must cover all three types of activity as specified below:

1. A strategic needs assessment and mapping of “green” best practices

Applications must include provision for the needs assessment and a mapping of “green” best practices as described in the previous section “Themes and priorities (scope)”. Applications are encouraged to consider the music sector in its entirety, including but not restricted to the live industry (where subjects such as sustainable touring are relevant), the recording industry, the manufacturing industry (vinyl and CD production), as well as the streaming industry.

2. A programme of capacity-building activities benefitting the music sector

Applications must include an outline of a programme of capacity building and peer-learning activities aimed at raising awareness and improving knowledge and skills of participants to become (more) active in greening the music ecosystem. This could include, for example, initiatives to develop a network of “green” specialists in the sector. This programme should be addressed at organisations, companies and/or individuals active in the music sector across the participating countries of the programme.

The programme of activities can include workshops, tutorials, etc. involving music sector representatives and artists to equip them with skills and knowledge relating to future challenges (e.g. green transitions, sustainability).

Train the trainers activities are encouraged to maximise the long-term impact of the action.

3. Financial support to third parties active in the music sector

The financial support scheme, which must be included in the application must consist of **at least two calls for proposals (ideally one in the first 12 months of the project’s implementation)**. Music sector organisations and businesses must be reached directly and in a representative manner, ensuring a balance across music sub-sectors and a balanced geographical spread.

The successful applicant will be responsible for the overall administration of the financial support scheme, starting with the design and publication of the call(s), communication activities to ensure the visibility of the call(s), the evaluation and selection of applications, contracting and administrative/financial management, and monitoring and evaluation of projects funded.

In addition, applicants must define and describe in their proposal:

- the objectives and the results that the grant recipients (third parties) should achieve with the financial support, and which must be in line with the objectives and themes of this call for proposals.
- how the financial support to third parties will be managed, including:
 - the maximum amount of €60 000 that may be granted to each third party and the criteria for determining the exact amount of financial support for third parties awarded through open calls for proposals.

- the type of organisations and activities that may receive financial support to third parties.
- the procedure for evaluating the proposals received in the frame of the call for proposals and for providing financial support, the selection and award criteria.
- the communication tools and channels through which outreach of the calls for proposals to third parties will be ensured.

Selection of third parties for financial support: Award criteria and evaluation procedure

- When launching calls for proposals for the award of financial support to third parties, the consortium may use its own procedures provided these procedures comply with the principles of proportionality, sound financial management, equal treatment and non-discrimination. The consortium should also aim at reducing administrative burden for third parties, while at the same time ensuring sound financial management.
- The consortium must ensure transparency in the publication of calls for proposals, prevent conflict of interests and ensure confidentiality throughout the entire award procedure. It will have to clearly demonstrate this in its application and report on it throughout the project implementation.
- Calls for proposals should be published preferably in English (other EU languages can be added) and must remain open for at least two months.
- The consortium should provide support to applicants in the process of preparing applications (information sessions, helpdesk etc.) respecting principles of equal treatment and absence of conflict of interest.
- The consortium must ensure visibility and publish the outcome of the call(s) on its websites, including a description of the selected projects, award dates, project durations, final recipients' legal names and countries of establishment.

Financial support to third parties: Budget, duration and location

- The applicant should put in place and describe in their application form a solid management and control system to ensure that the principles of economy, efficiency and effectiveness are respected.
- The **maximum amount** of financial support per third party is **EUR 60 000**.
- **At least 70% of the EU grant should be redistributed to third parties (grant recipients)** in the music sector through open calls for proposals.
- Applicants for financial support to third parties should be able to use simplified funding options and in particular lump sums.
- **Activities carried out by third parties must be completed during the period covered by the grant agreement.** Only costs incurred during that period can be considered eligible.

The application form requires applicants to group their activities in coherent **work packages** as set out in section 10 (i.e. major sub-divisions of the project). Each work package must have an objective, including expected outcome(s), and should list the activities, milestones and deliverables that belong to it (see section 10 – Milestones and Deliverables).

The quality of the proposed activities and work packages (as outlined in the Technical Description - Part B) will be assessed under the award criterion "Quality of content and activities". For more details, please check section 9 of this document.

Activities related to the EU overarching priorities:

All applicants must incorporate strategies to support the overarching priorities in the implementation and management of the activities as well as in the artistic aspects of their proposals.

1. Concerning **inclusion and diversity, notably gender balance**, applicants are strongly encouraged to:

- o Propose activities that reach out to people from different geographical and socio-economic backgrounds in order to ensure equal access and participation.
- o Propose methodologies for implementing the project with a gender perspective, promote gender equality and non-discrimination mainstreaming inspired by the [Gender Mainstreaming Toolkits and Guides](#).
- o Include artists with disabilities in the creative process and activities of the project, as well as stimulate their active participation.

2. Concerning **greening of Creative Europe (environment and the fight against climate change)**, applicants are strongly encouraged to take into account the [study on 'Greening the Creative Europe Programme'](#) and in particular the [Good environmental practices guide](#) included there, as well as the [quality assessment of green aspects in Creative Europe \(Culture Strand\) projects](#), and to propose in their projects activities that minimize the impact on climate and environment. Common practices include the following examples (other good practice examples can be found in the study mentioned above):

- o Reduce travel and promote sustainable mobility (for example: by proposing an appropriate mix of online and physical meeting; promoting more sustainable ways of traveling – if possible - for distances shorter than 600 km, using public transport, and using green vehicles, train etc).
- o Reduce the use of energy and resources (for example: by using renewable electricity, use of energy efficient venues/offices, etc).
- o Waste management (for example: by using less/recycled paper, using less materials and re-usable materials, etc).
- o Strengthen the development and sharing of green skills and green innovation.
- o Develop sustainability strategies allowing to monitor the incremental evolution of their practices throughout the project's life span.

Applicants must describe in the application form (section 1.4 of the Technical Description - Part B) how the project will contribute to the overarching priorities. The extent to which these are addressed in the project will be assessed under the award criterion “Relevance” (see section 9 of this document).

Expected impact

This call for proposals is expected to select one single project, proposed by a consortium of organisations, in charge of organising activities with a widest possible outreach to stakeholders (organisations, businesses and/or individuals) in the music sector across the Creative Europe countries.

The project is expected to raise awareness in and reinforce knowledge within the European music sector on the subject of the green transition and environmental sustainability of the music ecosystem. Importantly it should encourage the development, experimentation, dissemination, or application of concrete practices on how to foster the green transition and environmental sustainability of the music sector at EU level.

The financial support to third parties must be spread across approximately **60** grant recipients.

Dissemination and exploitation of project results

Dissemination and exploitation of results are crucial areas of the Creative Europe project lifecycle and, in the case of this call, should feed directly into the Music Moves Europe initiative. They give participating organisations the opportunity to communicate and share outcomes and deliverables, thus extending the impact of their projects, improving their sustainability and justifying the European added value. In order to successfully disseminate and exploit project results, organisations involved in Creative Europe projects are asked to give the necessary thought to dissemination and exploitation activities when designing and implementing their project. The level and intensity of such activities should be proportionate to the objectives, the scope and the targets of the different actions of Creative Europe. Results achieved in a particular project may be highly relevant and interesting also in fields not covered by the project, and it is up to the individual projects to develop strategies and methods ensuring that others can easily access what has been developed and produced.

3. Available budget

The estimated available call budget is **EUR 5 000 000**.

Specific budget information per topic can be found in the table below:

Topic	Topic budget
Music Moves Europe	EUR 5 000 000

We reserve the right not to award all available funds.

4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	
Deadline for submission:	19 February 2025 – 17:00:00 CET (Brussels)
Evaluation:	February-April 2025
Information on evaluation results:	August 2025
GA signature:	November 2025

5. Admissibility and documents

Proposals must be submitted before the **call deadline** (see *timetable section 4*).

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the [Search Funding & Tenders](#) section). Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms provided *inside* the Submission System (⚠ NOT the documents available on the Topic page — they are only for information).

Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents:

- Application Form Part A — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project (*to be filled in directly online*)
- Application Form Part B — contains the technical description of the project (*to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded*)
- Part C — contains additional project data and the project's contribution to EU programme key performance indicators (*to be filled in directly online*)
- **mandatory annexes and supporting documents** (*templates available to be downloaded from the Portal Submission System, completed, assembled and re-uploaded*):
 - detailed budget table/calculator: not applicable
 - CVs (standard) of core project team
 - activity reports of last year: not applicable
 - list of previous projects (key projects for the last 4 years) (*template available in Part B*)

At proposal submission, you will have to confirm that you have the **mandate to act** for all applicants. Moreover you will have to confirm that the information in the application is correct and complete and that the participants comply with the

conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc). Before signing the grant, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.

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

Proposals are limited to maximum **70 pages** (Part B). Evaluators will not consider any additional pages.

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

 For more information about the submission process (including IT aspects), consult the [Online Manual](#).

6. Eligibility

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

Eligible participants (eligible countries)

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

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

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

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

Specific cases

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

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

Entities without legal personality — Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf, and offer guarantees

for the protection of the EU financial interests equivalent to that offered by legal persons³.

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

Associations and interest groupings — Entities composed of members may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'⁴. ⚠ Please note that if the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

Creative Europe Desks (CEDs) — The host organisations of Creative Europe Desks are eligible as coordinator or beneficiary in open calls, if they have procedures to segregate the project management and the information provision functions and if they are able to demonstrate cost separation (i.e. that their project grants do not cover any costs which are covered by their other grant). This requires the following:

- use of analytical accounting which allows for a cost accounting management with cost allocation keys and cost accounting codes AND application of these keys and codes to identify and separate the costs (i.e. to allocate them to either one of the two grants)
- recording of all real costs incurred for the activities that are covered by the two grants (including the indirect costs)
- allocation of the costs in a way that leads to a fair, objective and realistic result.

Countries currently negotiating association agreements — Beneficiaries from countries with ongoing negotiations for participation in the programme (*see list of participating countries above*) may participate in the call and can sign grants if the negotiations are concluded before grant signature and if the association covers the call (i.e. is retroactive and covers both the part of the programme and the year when the call was launched).

EU restrictive measures — Special rules apply for certain entities (*e.g. entities subject to [EU restrictive measures](#) under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)*⁵). Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).

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

[Consortium composition](#)

Proposals must be submitted by a consortium of at least three (3) applicants (beneficiaries; not affiliated entities), which complies with the following conditions:

- minimum three independent entities from three different eligible countries.

The coordinator must have had a legal existence for at least 2 years on the date of the deadline for submission of applications.

³ See Article 200(2)(c) EU Financial Regulation 2024/2509.

⁴ For the definitions, see Articles 190(2) and 200(2)(c) EU Financial Regulation 2024/2509.

Eligible activities

Eligible activities are the ones set out in the above section “Activities that can be funded (scope)”.

Projects must comply with EU policy interests and priorities.

Under this Call, financial support to third parties is considered essential to achieve the objectives of the action. Financial support to third parties is allowed for grants under the following conditions:

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

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

Duration

Projects should not normally exceed 48 months.

Extensions are possible, if duly justified and through an amendment.

Ethics

Projects must comply with:

- highest ethical standards and
- applicable EU, international and national law.

They may not include pornographic or racist material or advocate violence.

7. Financial and operational capacity and exclusion

Financial capacity

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

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

⁵ Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

etc). The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

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

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

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

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

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

or

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

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

Operational capacity

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature). This capacity will be assessed together with the 'Project Management' award criterion, on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

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

Applicants will have to show their capacity via the following:

- general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project
- description of the consortium participants
- CVs of core project team
- list of previous projects (key projects for the last 4 years; *template available in Part B*).

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

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

Exclusion

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate⁶:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct⁷ (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- guilty of irregularities within the meaning of Article 1(2) of EU Regulation [2988/95](#) (including if done by persons having powers of representation, decision-making- or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be rejected if it turns out that⁸:

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

⁶ See Articles 138 and 143 of EU Financial Regulation 2024/2509

⁷ Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

⁸ See Article 143 EU Financial Regulation 2024/2509.

8. Evaluation and award procedure

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


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

For proposals with the same score (within a topic) a **priority order** will be determined according to the following approach:

Successively for every group of *ex aequo* proposals, starting with the highest scored group, and continuing in descending order:

- 1) The *ex aequo* proposals within the same topic will be prioritised according to the scores they have been awarded for the award criterion 'Relevance'. When these scores are equal, priority will be based on their scores for the criterion 'Dissemination'. When these scores are equal, priority will be based on their scores for the criterion 'Quality of content and activities'.

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

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

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

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

9. Award criteria

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

Relevance (30 points):

This criterion will take into account the extent to which the proposal:

- is relevant to the objectives and priorities of the call, including the relevance of the financial support scheme proposed.
- is based on a sound and adequate needs analysis.
- has European added value.
- builds on the results of past activities carried out in the field, while bringing some innovative aspects.

- addresses the EU overarching priorities.

Quality of content and activities (30 points):

This criterion will take into account the extent to which:

- the proposed methodology is appropriate for achieving the project's objectives.
- the project involves an appropriate and complementary mix of participating organisations in the consortium and ensures an active contribution of all of them.
- the target groups and audiences will benefit concretely from the project.
- the project design and work plan are consistent and coherent.
- the implementation plan of the proposed activities, in particular the financial support to third parties and capacity building activities, is appropriate to achieve the project's objectives.

Project management (20 points):

This criterion will take into account the extent to which:

- the proposal includes effective mechanisms for coordination between the participating organisations and proposes an appropriate governance structure (including effective communication within the consortium)
- the project involves the appropriate project teams, staff and outside resources (including know-how, qualifications and resources), to successfully implement the project
- the project's budget is cost-effective and allocates appropriate resources to each activity (sufficient/appropriate budget for proper implementation; best value for money)
- the measures planned to ensure project implementation are of high quality (including management, risk management, quality assurance and control, planning, monitoring and evaluation).

Dissemination (20 points):

This criterion will take into account the extent to which:

- the project generates short, medium and long term effects.
- the communication and dissemination activities have the potential to reach and positively impact the target groups and the relevant stakeholders, as well as the general public; the EU support is highlighted and its visibility ensured.
- the project proposal includes concrete steps to ensure the sustainability of the project and its capacity to continue having an impact after the end of the action.

Award criteria	Minimum pass score	Maximum score
Relevance	15	30
Quality of content and activities	15	30
Project management	10	20
Dissemination	10	20
Overall (pass) scores	70	100

Maximum points: 100 points.

Individual thresholds per criterion: 15/30, 15/30, 10/20 and 10/20 points.

Overall threshold: 70 points.

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

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

If you pass evaluation, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the EU Project Officer.

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

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on [Portal Reference Documents](#).

Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement (*Data Sheet, point 1*). Normally the starting date will be after grant signature. A retroactive starting date can be granted exceptionally for duly justified reasons— but never earlier than the proposal submission date.

Project duration: *see section 6 above*.

Milestones and deliverables

The milestones and deliverables for each project will be managed through the Portal Grant Management System and will be reflected in Annex 1 of the Grant Agreement.

The project activities must be organised in the following work packages:

- WP 1 – Project management (mandatory)

Work Package:	Project management and coordination This work package should include activities of planning, management, coordination, and administration of the project.
Typical Activities (not exclusive):	For example: contracting and administrative/financial management, and monitoring and evaluation, meetings, coordination and quality control activities, strategies development, preparation of reports, etc.

Typical Deliverables (not exclusive):	For example: agenda or minutes of meetings, evaluation and/or quality control reports, a set of indicators for assessment of activities and impact, conception/planning reports, etc.
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- WP 2 – Needs assessment and mapping of best practices

Work Package:	Needs assessment and mapping of best practices This work package should include activities related to the needs assessment and mapping of best practices
Typical Activities (not exclusive):	For example: compiling information into a needs assessment; aggregating information on existing good practices into a mapping
Typical Deliverables (not exclusive):	A publishable report containing the needs assessment and mapping best practices

- WP 3 – Capacity building/training (mandatory)

Work Package:	Capacity building This work package could group diverse type of capacity building activities.
Typical Activities (not exclusive):	For example: workshops, tutorials, cooperation activities, exchange activities between music professionals, peer-learning, etc.
Typical Deliverables (not exclusive):	For example: schedule of workshops, evaluation of training courses, course programme, presence lists, etc.

- WP 4- Support to third parties through open call for proposals (mandatory)

Work Package:	Support to third parties through open call for proposals This work package should include activities related to the financial support to third parties selected through open calls for proposals (support scheme).
Typical Activities (not exclusive):	For example: design of the call(s) for proposals, publication of the call(s), the evaluation and selection of applications, and monitoring of support to third parties, distribution of financial support to selected third parties, etc.
Typical Deliverables (not exclusive):	For example: texts of calls for proposals, document with lists and abstracts of awarded projects, report of the evaluation procedure, including details on the selection and on how the call was publicised, final reports of awarded projects, etc.

- WP 5 –Communication and dissemination (mandatory)

Work Package:	Communication and dissemination This work package should group the activities aiming at ensuring adequate visibility of the activities of the project and of its results.
Typical Activities (not exclusive):	For example: communication activities to ensure the visibility of the project and of the call(s) and of the capacity activities proposed, and a wide dissemination of its results beyond local, regional and national levels, publication of 5-10 social media posts at each key stage of the action, provision of 15 copyright-free pictures of funded projects, as well as a final closing

	conference to share the results of the action (both the mapping and the projects funded), etc.
Typical Deliverables (not exclusive):	For example: communication and dissemination strategy, communication/dissemination campaigns, promotion of events, distribution and dissemination activities, production of communication/dissemination material, advertising and branding materials (brochures, programmes, posters, banners, tag lines, mission statements, graphic design specifications), and press reviews, etc., illustrating the scope, reach, progress and success of the proposed activities, etc.

Each Work Package should have at least one deliverable, but it is highly recommended to have more than one deliverable. All deliverables should illustrate the scope, reach, progress and success of the proposed activities.

Additional work packages may be added.

Form of grant, funding rate and maximum grant amount

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

Project budget (maximum grant amount): EUR 5 000 000 per project.

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

The costs will be reimbursed at the funding rate fixed in the Grant Agreement (**90%**).

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

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

Budget categories and cost eligibility rules

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

Budget categories for this call:

- A. Personnel costs
 - A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons
 - A.4 SME owners and natural person beneficiaries
- B. Subcontracting costs
- C. Purchase costs
 - C.1 Travel and subsistence
 - C.2 Equipment

- C.3 Other goods, works and services
- D. Other cost categories
 - D.1 Financial support to third parties
- E. Indirect costs

Specific cost eligibility conditions for this call:

- personnel costs:
 - SME owner/natural person unit cost⁹: Yes
 - volunteers unit cost¹⁰: No
- travel and subsistence unit cost¹¹: Yes
- equipment costs: depreciation
- other cost categories:
 - costs for financial support to third parties: allowed for grants; maximum amount per third party EUR 60 000
- indirect cost flat-rate: 7% of the eligible direct costs (categories A-D, except volunteers costs and exempted specific cost categories, if any)
- VAT: non-deductible VAT is eligible (but please note that since 2013 VAT paid by beneficiaries that are public bodies acting as public authority is NOT eligible)
- divers:
 - in-kind contributions for free are allowed, but cost-neutral, i.e. cannot be declared as cost
 - kick-off meeting: costs for kick-off meeting organised by the granting authority are eligible (travel costs for maximum 2 persons, return ticket to Brussels and accommodation for one night) only if the meeting takes place after the project starting date set out in the Grant Agreement; the starting date can be changed through an amendment, if needed
 - project websites: communication costs for presenting the project on the participants' websites or social media accounts are eligible; costs for *separate* project websites are not eligible
 - other ineligible costs: No

Reporting and payment arrangements

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

After grant signature, you will normally receive a **prefinancing** to start working on the project (float of normally **30%** of the maximum grant amount; exceptionally less or no prefinancing). The prefinancing will be paid 30 days from entry into

⁹ Commission [Decision](#) of 20 October 2020 authorising the use of unit costs for the personnel costs of the owners of small and medium-sized enterprises and beneficiaries that are natural persons not receiving a salary for the work carried out by themselves under an action or work programme (C(2020)7115).

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

¹¹ Commission [Decision](#) of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).


force/financial guarantee (if required) — whichever is the latest.

There will be one or more **additional prefinancing** payments linked to a prefinancing report.

In addition, you will be expected to submit one or more progress reports not linked to payments.

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

All payments will be made to the coordinator.

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

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

Prefinancing guarantees

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

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

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

Prefinancing guarantees are normally requested from the coordinator, for the consortium. They must be provided during grant preparation, in time to make the prefinancing (scanned copy via Portal AND original by post).

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

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the Grant Agreement (*art 23*).

Certificates

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

Liability regime for recoveries

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

For beneficiaries, it is one of the following:

- limited joint and several liability with individual ceilings — *each beneficiary up to their maximum grant amount*

- unconditional joint and several liability — *each beneficiary up to the maximum grant amount for the action*

or

- individual financial responsibility — *each beneficiary only for their own debts.*

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

Provisions concerning the project implementation

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

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

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

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

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

Other specificities

n/a

Non-compliance and breach of contract

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



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

11. How to submit an application

All proposals must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a **2-step process**:

a) create a user account and register your organisation

To use the Submission System (the only way to apply), all participants need to [create an EU Login user account](#).

Once you have an EU Login account, you can [register your organisation](#) in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

b) submit the proposal

Access the Electronic Submission System via the Topic page in the [Search Funding & Tenders](#) section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 4 parts, as follows:

- Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online
- Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file
- Part C containing additional project data. To be filled in directly online.
- Annexes (*see section 5*). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type.

The proposal must keep to the **page limits** (*see section 5*); excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System otherwise the proposal might be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (*see section 4*). After this deadline, the system is closed and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the [IT Helpdesk webform](#), explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the [Online Manual](#). The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

Guidance on the use of generative AI tools for the preparation of the proposal

When considering the use of generative artificial intelligence (AI) tools for the preparation of the proposal, it is imperative to exercise caution and careful consideration. The AI-generated content should be thoroughly reviewed and validated by the applicants to ensure its appropriateness and accuracy, as well as its compliance with intellectual property regulations. Applicants are fully responsible for the content of the proposal (even those parts produced by the AI tool) and must be transparent in disclosing which AI tools were used and how they were utilised.

Specifically, applicants are required to:

- Verify the accuracy, validity, and appropriateness of the content and any citations generated by the AI tool and correct any errors or inconsistencies.
- Provide a list of sources used to generate content and citations, including those generated by the AI tool. Double-check citations to ensure they are accurate and properly referenced.
- Be conscious of the potential for plagiarism where the AI tool may have reproduced substantial text from other sources. Check the original sources to be sure you are not plagiarizing someone else's work.

- Acknowledge the limitations of the AI tool in the proposal preparation, including the potential for bias, errors, and gaps in knowledge.

12. Help

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

- [Online Manual](#)
- Topic Q&A on the Topic page (for call-specific questions in open calls; not applicable for actions by invitation)
- [Portal FAQ](#) (for general questions).

Please also consult the Topic page regularly, since we will use it to publish call updates. (For invitations, we will contact you directly in case of a call update).

Contact

For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#).

Non-IT related questions should be sent to the following email address: FACEA-CREATIVE-EUROPE-MME@ec.europa.eu

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

13. Important



IMPORTANT

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

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

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

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

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

This includes:

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

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

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