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Contracting Authority: Goethe-Institut e.V.

Guidelines for grant applicants

Call for Proposals – Submission of Concept Notes
to support the preparation of Cultural Development Strategies

in the framework of the EU funded project

EU4Culture

Promoting Culture & Creativity as an Engine for Economic Growth and Social
Development in Eastern Partnership Countries

Implementing Partners:



**INSTITUT
FRANÇAIS**



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Table of Acronyms

CDS	Cultural Development Strategy
EaP	Eastern Partnership
EU	European Union
NCC/T	Non Capital Cities / Towns

1 Introduction and General information

This Call for Proposals (to support the preparation of Cultural Development Strategies) is implemented in the framework of the EU-funded project “EU4Culture”.

1.1 EU4Culture

The EU4Culture project aims to foster culture as an engine for growth and social development across the six countries of the Eastern Partnership (EaP) region: Armenia, Azerbaijan, Belarus, Georgia, Republic of Moldova and Ukraine. It will help enhance the role of the cultural sector as a driver of economic development, and, through its interregional approach, will also promote intercultural dialogue and knowledge exchange across the EaP partner countries. Moreover, EU4Culture will contribute to improving local governance in the culture sector by supporting regulatory processes and participatory policy dialogue.

The project places culture, the creative industries and cultural monument sites at its core, which all carry a huge potential for sustainable policies with a broad impact. The project will assist cities in the EaP region to develop and implement a Cultural Development Strategy, following the approach of the European Capitals of Culture.

Non-capital cities and towns (NCC/T) from Armenia, Azerbaijan, Georgia, the Republic of Moldova and Ukraine are invited to submit a concept note in the framework of this call for proposals¹. The eligibility criteria for the cities/towns are defined in section 2. Within the “EU4Culture” project a maximum of five (5) non-capital cities or towns from each of the five participating EaP countries will be selected (i.e., a maximum of 25 cities or towns altogether). Selected NCC/T will receive a grant of a maximum of EUR 1,000 for the preparation of the full application. Out of the five NCC/T selected per country under this call, three (3) from each participating EaP country will further receive grants of a maximum of EUR 30,000 to design a Cultural Development Strategy. Finally, one (1) non-capital city or town in each participating EaP country will be selected to receive a maximum EUR 300,000 to implement the Cultural Development Strategy and will also receive capacity building support in such fields as:

- Internationalisation Strategy Development,
- Cultural Enterprise and Management,
- Cultural Indicators and Statistics.

1.2 Who implements EU4Culture?

The EU-funded project “EU4Culture” is implemented by the following cultural institutions of the EU Member States:

- Goethe-Institut e.V. (Lead),
- Czech Centers,
- Danish Cultural Institute,
- Institut Français en Géorgie.

Goethe-Institut e.V. - is the cultural institute of the Federal Republic of Germany with a global reach. Through its 150 branch-offices in over 90 countries, it relies on long-standing partnerships with leading politically independent institutions and individuals to drive and support the culture and creativity sector.

Czech Centers – represent the Czech Republic in a wide range of cultural and social areas: from art and creative industries to the achievements of Czech science and innovations. The Czech Centres also provide Czech language courses in foreign countries. The Czech Centres participate in international projects and operate as a platform for the development of international cultural dialogue.

Danish Cultural Institute – is the focal point for the creation of long-term cultural relations. With five institutes, two focus countries and activities in several countries, DCI strives to be close to the world

¹ Belarus does not participate in this call for proposals.

developments, right, where art, culture and knowledge really do make a difference. The aim of the institute is to encourage international understanding through exchange of cultural values, ideas and experiences.

Institut Français en Géorgie – is present in Georgia since 2002 year. The Institut Français en Géorgie has implemented a range of projects in Georgia, which have addressed culture, language learning, education and medical training including in Abkhazia. It regularly holds the Presidency of the EUNIC Cluster in Georgia and has organised the European Day of Languages in Tbilisi.

1.3 Objectives of the Project

The **global objective** of this call for proposals is to increase the role of culture and creative Industries for economic and social development in Armenia, Azerbaijan, Georgia, Republic of Moldova and Ukraine.

The **specific objective** of this call for proposals is the elaboration and implementation of Cultural Development Strategies based on participatory approach and public-private dialogue while preserving and developing multicultural / multi-ethnic dimensions in the targeted cities/areas.

Indicative and non-exhaustive list of activities:

- (1) Improving **local governance** in cities and towns in the culture and creative sector;
- (2) Strengthening **resources and capacities of local authorities** on cultural policy management and creative industries development;
- (3) Improving **management structures** in cities and towns for sustainable development of culture and creative Sector;
- (4) Review and analysis of the **key challenges** facing the culture and creative Sector;
- (5) Increasing **cooperation and networking** between relevant public authorities and other stakeholders from the culture and creative sector, e.g. through exploring and utilising opportunities for local cultural businesses, relevant associations and civil society organisations to participate in policy discourse and constructive dialogue with public authorities;
- (6) Strengthening **capacities of culture and creative industries operators** to deliver qualitative and sustainable services;
- (7) Enhancing **intercultural dialogue and knowledge exchange** in fields of culture and creative sector across the EaP partner countries;
- (8) Increasing awareness of **internationalisation opportunities** among national/regional/local cultural operators.

1.4 Financial allocation provided by the contracting authority

The overall indicative amount made available under the three stages of the call for proposals is **EUR 1,975,000**. The contracting authority reserves the right not to award all available funds.

The indicative amount made available under each of the three stages is as follows:

- 1) Stage 1 - EUR 25,000: a maximum of five (5) NCC/T's from each participating country are granted a maximum of EUR 1,000 each;
- 2) Stage 2 - EUR 450,000: a maximum of three (3) NCC/T's from each participating country are granted a maximum of EUR 30,000 each;
- 3) Stage 3- EUR 1,500,000: one (1) NCC/T from each participating country is granted a maximum of EUR 300,000.

Please note: Applicants that have been awarded with the grant of 1000 EUR commit themselves to preparing and submitting a full application.

For more details regarding deadlines and conditions, please consult Section 3 of this guide.

2 Rules for this Call for Proposals

2.1 Eligibility Criteria

There are four sets of eligibility criteria, which must be complied with by the submission date of the concept note. They relate to:

(1) The actors:

- The lead applicant, i.e. the entity submitting the application form (2.1.1),
- Any co-applicant(s) (where it is not specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred as "applicants") (2.1.1),

(2) The location:

- Geographical eligibility criteria (2.1.2),
- Specific eligibility criteria (2.1.2);

(3) The actions:

- Actions for which a grant may be awarded (2.1.3);

(4) The costs:

- Types of cost that may be taken into account in setting the amount of the grant (2.1.4).

2.1.1 Eligibility of Applicants

Lead Applicant

Non-capital cities and towns from the five countries of the Eastern Partnership region, i.e. Armenia, Azerbaijan, Georgia, Republic of Moldova and Ukraine may participate in the framework of the given call for proposals and act as a lead applicant. The lead applicant is the entity submitting the application form.

In order to be eligible for a grant, the lead applicant must be:

- A legal entity **and**
- Non-profit making **and**
- A regional/local public authority representing the culture and/or creative sector in their city or town **or**
- A non-profit organisation acting on behalf of a regional/local public authority representing the culture and/or creative sector in their city or town **and**
- Directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary.

The lead applicant may act individually or with co-applicant(s) but partnerships are encouraged

A legal representative of the lead applicant must formally authorise the submission of the concept note by signing a Self-Declaration Form.

If awarded the grant contract, the lead applicant will be notified in writing about the successful concept note and become the beneficiary identified as the Coordinator. The Coordinator is the main interlocutor of the Contracting Authority. The Coordinator represents and acts on behalf of any other co-beneficiary (if any) and coordinates the design and implementation of the action.

Co-applicant(s)

Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant.

Co-applicants must satisfy the same eligibility criteria as the lead applicant. In addition, co-applicant regional/local public authorities must be from the same city or town - which is not an obligation for co-applicants from other types of non-profit organisation.

If awarded the grant contract, the co-applicant(s) (if any) will become beneficiary(ies) in the action (together with the lead applicant).

2.1.2 Geographical and Specific Eligibility

We underline that the activities to be implemented by non-capital cities or towns in the framework of this call should have effective multicultural/multi-ethnic involvement and should aim at preserving and developing multicultural / multi-ethnic dimensions in the targeted cities/areas.

Geographical eligibility

In order to be eligible for a grant, the applicants must also comply with all following eligibility criteria:

- (1) Be non-capital cities and towns located in the five participating Eastern Partnership countries (i.e. in Armenia, Azerbaijan, Georgia, Republic of Moldova, Ukraine) **and**
- (2) Be non-capital cities and towns fully controlled by official governments as recognised by international law **and**
- (3) Be non-capital cities and towns with unfettered accessibility, as well as with sustainable, verified safety and security for all target groups.

Preference will be given to the eligible non-capital cities/towns without a history of EU-funding in the area of culture.

Specific eligibility criteria

The specific eligibility criteria have been set up based on the size and population of the eligible countries as well as on the administrative division of cities/towns.

In order to be eligible for a grant, the applicants must comply with all following eligibility criteria:

Country	Description of the specific eligibility criteria
Armenia population ca. 2,97 million	Non-capital cities or towns with at least 15 000 or more inhabitants
Azerbaijan population ca. 10,13 million	Non-capital cities or towns with at least 50 000 or more inhabitants
Georgia population ca. 3,72 million	Non-capital cities or towns with at least 15 000 or more inhabitants
Republic of Moldova population ca. 3,31 million	Non-capital cities or towns with at least 15 000 or more inhabitants
Ukraine population ca. 41,53 million	Non-capital cities or towns with at least 200 000 or more inhabitants

2.1.3 Eligible actions: actions for which a concept note may be made

Definition

An action is composed of a set of activities.

Duration

The planned duration for preparing/submitting the Concept Note is one (1) month.

The planned duration for preparing/submitting the Full Application is two (2) months.

The planned duration for preparing the Cultural Development Strategy is six (6) months.

The planned duration for implementing the Cultural Development Strategy is twenty-five (25) months.

Sectors or themes

The specific sectors or themes to which the action must relate are described under section 1.3 above.

Actions must include at least three of the eight activities listed under 1.3 above. Applicants should explicitly state which of these eight are included in their proposals.

Location

Actions must take place in non-capital cities and towns of the following countries: Armenia, Azerbaijan, Georgia, Republic of Moldova and Ukraine. Nevertheless, punctual activities (e.g., a seminar or conference, a study visit, an opening or closing of a campaign/conference) may, if duly justified by political or operational considerations in the description of the action, take place in other countries. . Justification for such cases will be examined during the evaluation process.

Types of action and activity

- **Concept note stage**– Eligible lead applicants in each of the 5 EaP countries are invited to submit a concept note which:
 - Describes the cultural and creative environment,
 - Sets out a vision for a culture development strategy in the respective city/town,
- **Full application stage** – A maximum of five (5) lead applicants in each of the 5 participating EaP countries, that have submitted the concept note and been awarded EUR 1,000, will be invited to prepare a full application which:
 - Describes in more detail the cultural and creative environment,
 - Sets out in more detail vision for a culture development strategy in the respective city/town,
 - Provides a budget setting (as for full application form).
- **Cultural Development Strategy stage** - A maximum of three (3) lead applicants in each of the 5 participating EaP countries, that have submitted a full application and been awarded EUR 30,000, will be invited to prepare a Cultural Development Strategy.
- **Implementation stage** – One (1) selected NCC/T in each of the 5 participating EaP countries will be awarded a EUR 300,000 grant to implement its Cultural and Development Strategy.

Visibility

The applicant must take all necessary steps to publicise the fact that the European Union has financed or co-financed the action. As far as possible, actions that are wholly or partially funded by the European Union must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU External Actions specified and published by the European Commission at https://ec.europa.eu/europeaid/communication-and-visibility-manual-eu-external-actions_en).

Other visibility and communication guidelines according to the Communication Strategy of EU4Culture shall be respected.

2.1.4 Eligibility of costs: costs that can be included

General costs' eligibility

Only eligible costs will be covered by a grant in the framework of EU4Culture project. The categories of eligible and non-eligible costs are indicated below.

Eligible costs are costs actually incurred by the beneficiary of a grant. Eligible costs or expenditures must meet the following criteria:

- They are relevant to the grant purpose and are necessary for implementation of the project;
- They are incurred during the duration of the action;
- They comply with the requirements of applicable tax and legislation;
- They are reasonable, appropriate, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency;
- For Stage 2: They are indicated in the estimated overall budget.

Eligible direct costs (as for full application form)

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

- The cost of personnel working under an employment contract with the applicant or equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in their remuneration;
- Costs of consumables (office stationery) and supplies, provided that they are identifiable and assigned to the action;
- Costs arising directly from requirements linked to the performance of the action (dissemination of information, action-specific assessment, translation, photocopying, proofreading, reproduction, etc.) including the costs of financial services (in particular the costs of money transfer);
- Costs of service, supply and other work orders placed by the beneficiary for project purposes; this includes the costs of quality assurance and project planning measures both at the start of and during the project;
- Other costs duly justified by operational needs.

Non-Eligible direct costs

The following costs **are not eligible**:

- Debts and debt service charges(interest);
- Provisions for losses, debts or potential future liabilities;
- Purchases of land or buildings;
- Purchases of vehicles;
- Office rent, unless the applicant can demonstrate that additional and specific office rental is necessary for the purpose of the action implementation;
- Currency exchange losses;
- Taxes, including VAT, unless the beneficiary or co-beneficiaries can demonstrate they cannot reclaim them;
- Credit to third parties;
- Costs specified by the beneficiary which are financed through another project or fund that already includes a European Union grant (no double financing);
- Benefits in kind (with the exception of voluntary work);
- Performance-related bonuses that are included in staffing expenses.

Important: conflict of interest should be avoided at all times!

Administrative, financial and operational capacity . To be eligible, lead applicants must ensure functioning administrative structures (i.e. accounting, procurement, control bodies etc.). An evaluation of the administrative, financial and operational capacity will be part of the stage 2 (full application stage), and detailed information in this respect will be requested at this stage.

At this stage applicants will also be requested to hand in the following documents:

- The last two (audited) **financial statements**,
- **Proof of registration/legal status** according to local regulations.

At this stage 1 (concept note stage) a **self-declaration** will have to be submitted, detailing the EU exclusion criteria and declaring avoiding conflicts of interest as well as double funding (see EU Financial Regulation, Article 136 Exclusion criteria and decisions on exclusions).

Exclusion of Double Funding

Costs that are not already covered by other sources of funding are eligible.

Expenditures declared by the beneficiary(ies) under the proposed activities and financed by another action or work programme of the European Union or other source of funding will not be eligible.

3 How to apply and procedures to follow

3.1 Call for Proposals – Concept Note – Stage 1

At this stage, non-capital cities and towns (NCC/T) from Armenia, Azerbaijan, Georgia, Republic of Moldova and Ukraine are invited to submit a concept note. In the concept note, the lead applicant must describe the cultural and creative environment of its city/town and provide a general vision of policy measures related to the development of the cultural and creative sector.

The basis for a good concept note is an idea that clearly identifies relevant challenges in culture and in the creative sector in the given city or town and an assessments of needs to be addressed. The lead applicant must invite representatives from culture and the creative sector to participate in designing the application and, at a later stage, in implementing the action.

The lead applicant must clearly define the objectives, the results to be achieved, the activities to be carried out and the target groups. The lead applicant may also carry out research in order to obtain further information on the context and possible impact, e.g., needs or gap analysis.



3.2 Concept note content

In the framework of the concept note, the lead applicant is invited to:

- Describe the contribution of the culture and creative sector to the current socio-economic environment of the city/town;
- Provide examples of major fairs, festivals, conventions and other large-scale events organised by the city/town in the past five years in the culture or creative field;
- Demonstrate multicultural/multi-ethnic dimensions in the targeted cities/areas;
- Provide information about major infrastructure, facilities or other platforms and spaces aimed at practicing and promoting culture and creativity;
- Describe the role of non-governmental civil society organisations that are active in the local cultural and creative field;

- Explain how representatives of culture and creative sector are supported by public authorities of the city/town;
- Provide information about capacity building programmes or other educational platforms aimed at promoting culture and creativity in the city/town;
- Provide a general description of the development vision for the culture and creative sector in the city/town;
- Identify major policy measures, main target groups and expected results that might be relevant for a Cultural Development Strategy for the city/town.

3.3 Preparation and submission of the Concept Note

To apply for this call for proposals the lead applicants need to:

- I. Provide information about the applicant city/town and its legal representative. Please note that the registration of this data on **GAP – Goethe Application Portal is obligatory** for this call for proposals;
- II. Provide relevant information according to the instructions or guiding questions provided in the Application Form (Concept note).

The concept note together with the self - declaration by the lead applicant must be submitted online via [GAP Portal](#)

<https://gap-online.goethe.de/en-US/cases/378d631f-2ebf-463f-8ff8-e2f2f937a4d9/create>

Upon submission of a concept note online, the lead applicant will receive an automatic confirmation of receipt in their GAP profile.

The templates and supporting documents will be available on the website of the project after the call for proposals is published (on 21 May 2021).

In case of technical problems, please contact support.gap@goethe.de.

3.4 Deadline for submission of the Concept Note

The deadline for the submission of concept note is **30/06/2021 noon (12:00, Central European Time)**. In order to convert this deadline to local time you can use any online time converter tool that takes into account time zones and winter/summer time changes (example available here).² **The lead applicant is strongly advised not to wait until the last day to submit** its concept note, since heavy internet traffic or a fault with the Internet connection (including electricity failure, etc.) could lead to difficulties in submission. The Contacting Authority cannot be held responsible for any delay due to such aforementioned difficulties.

Any concept note submitted after the deadline will be rejected.

3.5 Further information about the Concept Note

The EU4Culture team will organise on-line information sessions and seminars to clarify open questions of potential applicants in the framework of the preparation of applications. The sessions will take place two weeks after launching the first call (i.e., the first week of June 2021). The online information seminars will be held in local languages. The sessions will be recorded and will be available on the project website.

To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure will be published on [GAP Portal](#) <https://gap-online.goethe.de/en-US/cases/378d631f-2ebf-463f-8ff8-e2f2f937a4d9/create>. It is

² For example: <http://www.timeanddate.com/worldclock/converter.html>.

therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

3.6 Application Language

The official language of the EU4Culture is English. However, in this first stage of the call, applications in national languages of the EaP countries are allowed.

Applications submitted in other languages than identified above will be considered as ineligible.

4 Evaluation and selection of Concept Note

All submitted concept notes will undergo a standard assessment procedure composed of:

- (1) Formal and eligibility assessment – checking whether the applications fulfil the formal eligibility criteria
- (2) Quality assessment – evaluation of the content of the application

Each application will be subject to the formal and eligibility assessment. It is advisable that the applicants familiarise themselves with the general and specific criteria before compiling and submitting their application.

The formal and eligibility assessment will be performed according to the following criteria:

#	Formal and eligibility criteria
1	The deadline has been met. Otherwise, the application will be automatically rejected. (Information about deadline for submission of Concept Note is described in cf. Part 3.4)
2	The application is submitted in English or in a national language of the EaP countries
3	The application is completely filled and the correct template is used
4	The eligibility criteria of the lead applicant are fulfilled (2.1.1)
5	The geographical and specific eligibility criteria are fulfilled (2.1.2)
6	The project activities are not and/or will not be financed from other European Union funds, and are not and/or will not be financed by another action or work programme receiving a European Union grant
7	The Self-declaration by the lead applicant has been filled in and signed.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in section 2.1, the application will be rejected on this sole basis.

Applications that are assessed eligible after the formal eligibility check will go through the quality assessment. The quality assessment will be performed by an independent jury, which consists of external experts/assessors.

Following selection criteria of the concept note will be applied:

Criteria	Guiding questions
1. Relevance of the Application while respecting multicultural / multi-ethnic dimensions in the targeted cities/areas	<ul style="list-style-type: none">- Is the application in line with the thematic focus of the given call as specified in the announcement of the call?- Does the proposal provide added value to already accomplished or running projects, and is this sufficiently demonstrated?- How multicultural/multi-ethnic dimensions in the targeted cities/areas are preserved?
2. Role and Developments of Culture and Creative Sector	<ul style="list-style-type: none">- How the role and contribution of culture and creative sector to current socio-economic environment in applicant city or town is described?- Does application outline major infrastructure, facilities or other platforms and spaces aimed at practicing and promoting culture and creativity in their city/town?

3. Cooperation with Public and Private Stakeholders in Culture and Creative sector	<ul style="list-style-type: none"> - What is a general role of NGOs/SCOs in the cultural and creative field? - How representatives of culture and creative sector are supported by city/town's public authorities? - What are existing capacity building programmes or other educational platforms aimed at promoting culture and creativity in applicant's city/town? - How private or public representatives of culture and creative sector are involved in culture policy making process in applicant's city/town?
4. Needs Analysis	<ul style="list-style-type: none"> - Does application provide sufficient information on current challenges and needs related to culture and creative sector in their city/town? - Does application provide sufficient information on proposed interventions or possible optimization measures that may contribute to improving cultural and creative ecosystem in applicant?
5. Vision on Culture and Creativity Development	<ul style="list-style-type: none"> - How a global development vision for culture and creative sector in applicant's city/town has been described? - How does the concept note identify major policy(ies) measures, main target groups and expected results that might be relevant for Cultural Development Strategy in applicant's city/town?
6.	<ul style="list-style-type: none"> - Does the concept note address at least three of the activities listed under indicative and non-exhaustive list of activities (1.3)

Furthermore, a preference will be given to the cities/ towns without the history of the EU funding in the area of culture.

Each criterion will be evaluated according to the following scheme:

Points	Evaluation
5 points	The proposed concept note is absolutely convincing. The concept note has very high relevance to the specific themes/sectors/areas and requirements asked in the application form. The proposed approach is highly realistic and has very good potential to have impact and ensure sustainability of the action.
4 points	The proposed concept note is absolutely convincing. The concept note has high relevance to the specific themes/sectors/areas and requirements asked in the application form. The proposed approach is realistic and has a good potential to have impact and ensure sustainability of the action.
3 points	The proposed concept note is convincing despite minor shortcomings. The concept note has average relevance to the specific themes/sectors/areas and requirements asked in the application form. The proposed approach has average likelihood and average potential to have impact and ensure sustainability of the action.
2 points	The proposed concept note is convincing only to some extent. The concept note has below average relevance to the specific themes/sectors/areas and requirements asked in the application form. The proposed approach has low likelihood and low potential to have impact and ensure sustainability of the action.
1 point	The proposed concept note is convincing only to a very limited extent. The concept note has far below average relevance to the specific themes/sectors/areas and requirements asked in the application form. The proposed approach has very low likelihood and very low potential to have impact and ensure sustainability of the action.

0 points	The proposed concept note is not convincing. The concept note has barely any relevance to the specific themes/sectors/areas and requirements asked in the application form. The proposed approach is non-realistic and has no potential to have any impact and / or ensure any sustainability of the action.
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Based on the assessment results, the external assessors will prepare a recommendation of project proposals according to the following categories:

Recommendation Category	Description
A	Projects recommended for approval <ul style="list-style-type: none">- i.e. good quality applications which meet the criteria of the call for proposal at the highest level.
B	Projects recommended for approval under conditions <ul style="list-style-type: none">- i.e. applications that meet criteria but show several weaknesses that are can be improved during a clarification process.
C	Projects not recommended for approval <ul style="list-style-type: none">- i.e. projects which failed to comply with specific strategic and operational requirements set by the programme.

Any error or major discrepancy related to the concept note instructions may lead to the rejection of the concept note.

Clarifications will only be requested when information provided is not sufficient to conduct an objective assessment.

The outcome of the eligibility and quality assessment will be presented to the Steering Committee Board of the project for the final decision.

4.1 Approval of applications

The Consortium Management Board makes the final selection of the applications based on the quality assessment. The Consortium Management Board may set certain requirements, which should be addressed by the applicant during the contracting process or together with the final report if not otherwise specified.

The Consortium Management Board will have three main options in terms of the approval procedure for submitted applications:

- 1. To approve the application;
- 2. To approve the application with certain requirements/clarifications;
- 3. To reject the application.

After the approval of the Steering Committee Board and official notification of the beneficiary(ies), the contracting (if necessary - clarification procedure) and grant awarding phase will begin.

5 Indicative timetable

The indicative time schedule in the framework of the call for proposals is as follows:

	DATE	TIME ³
Launch of Call for Proposals – Concept Note (stage 1)	21 May 2021	
Deadline for requesting any clarifications from the Contracting Authority	4 June 2021	
Online information session on Concept Note	7 June 2021	10:00
Online information session on Concept Note	8 June 2021	10:00

³ Central European Time

Last date on which clarifications are issued by the Contracting Authority	11 June 2021	
Deadline for submission of Concept Notes	30 June 2021	12:00
Information to lead applicants on opening, administrative checks and concept note evaluation	July 2021	
Invitations to submit full applications (stage 2) (five selected NCC/T's in each participating EaP country are invited to submit Full Applications)	2 August 2021	
Deadline for requesting any clarifications from the Contracting Authority on full applications	13 August 2021	
Online information session on Full Applications	16 August 2021	10:00
Online information session on Full Applications	17 August 2021	10:00
Last date on which clarifications are issued by the Contracting Authority	6 September 2021	
Deadline for submission of full applications	30 September 2021	12:00
Information to lead applicants on the evaluation of the full applications	November 2021	
Notification of award to prepare Cultural Development Strategy (stage 3)(three selected NCC/T in each participating EaP country are invited to prepare Cultural Development strategy)	November 2021	
Deadline for preparing and submitting of Cultural Development Strategy	April 2022	
Information to lead applicants on the evaluation of Cultural Development Strategies	June 2022	
Notification of award to implement Cultural Development Strategy (stage 4) (one selected NCC/T in each participating EaP country will be invited to implement Cultural Development strategy)	July 2022	
Contracting	July 2022	
<i>Start of the implementation of Cultural Development Strategy</i>	August 2022	
<i>End of the implementation of Cultural Development Strategy</i>	September 2024	

6 Horizontal principles

Equal opportunities and non-discrimination are two major horizontal principles that are in line with and an integral part of EU policy and the EU4Culture project. The supported applications/projects must promote these principles whenever possible. EU4Culture promotes equal opportunities and non-discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation as well as equality between men and women in their activities, outputs and results. Projects must also consider what their overall influence as regards these principles is. While preparing the Cultural Development Strategy, the lead applicants will be invited to highlight how these horizontal principles are integrated in the project activities and outputs. Furthermore, applications are expected to underline the specific measures they plan to take at the operational level on how these principles will be respected. Promotion of the horizontal principles will be considered as a positive factor in the selection of projects for funding.

7 Contact Information and Information Sessions

Please contact eu4culture@goethe.de in case you experience technical difficulties during the submission process.

Please contact our National Coordinators, if you have any questions regarding the application process:

Country	Contact Person	Email
Armenia	Marine Karoyan	Marine.Karoyan.extern@goethe.de
Azerbaijan	Firuza Baghir	Firuza.Baghir.extern@goethe.de
Georgia	Khatia Tchokhonelidze	Khatia.Tchokhonelidze@goethe.de
Republic of Moldova	Eugen Harabara	Eugeniu.harabara.extern@goethe.de
Ukraine	Daria Moskalovich	Daria.Moskalovich@goethe.de

The EU4Culture team will organise on-line information sessions / seminars to clarify open questions of potential applicants in the framework of preparation activities of applications. The sessions will take place after two weeks (the first week of June 2021) after launching the first call. The online information seminars will be held in local languages. The sessions will be recorded and be available on the project web site.

We look forward to receiving your applications, and wish you success!

Annex 1 – Application Structure⁴

Application will be available online on GAP (Goethe Institut Application Portal)

Call For Proposals: Concept Note

Cultural Development Strategy for NCC/T from EaP countries (Armenia, Azerbaijan, Georgia, Republic of Moldova, Ukraine)

Concept Note:

Contact details: Lead applicant

<u>Information about the lead applicant:</u>	
Country	• Armenia / Azerbaijan / Georgia / Republic of Moldova / Ukraine
Name of the city	
Population of the city	
Name of the applicant institution	
Phone number	
Email Address	
Website	
<u>Contacts:</u>	
Legal representative of the city	
Salutation	• Ms/ Mr/ Other
Family name:	
First name:	
Address:	
Phone number:	

⁴ This application structure is used for demonstration purposes only. Online application platform shall be used for submitting purposes

Email address:	
Person responsible for the management of the application (Contact person)	
Salutation	• Ms/ Mr/ Other
Family name:	
First name:	
Position held in the institution	
Address:	
Phone number:	
Email address:	
Other important information:	

DESCRIPTION OF THE CITY/TOWN

BRIEF DESCRIPTION OF THE CITY – ENGLISH OR LOCAL LANGUAGE
DECSRIPTION OF THE CITY/TOWN
<i>Please describe the main geographical, demographic, cultural and economic characteristics of the city/town; governance structure, principal cultural facilities and infrastructures, international /regional cooperation etc.</i>

Maximum characters remaining: 1000

ROLE AND DEVELOPMENTS OF CULTURE AND CREATIVE SECTOR
<i>Please describe the contribution of the culture and creative sector to the current socio-economic environment of your city/town. Please provide examples of major fairs, festivals, conventions and other large-scale events organized by the city/town in the past five years in the culture or creative field. Please describe major infrastructure, facilities or other platforms and spaces aimed at practicing and promoting culture and creativity.</i>

Maximum characters remaining: 2000

PUBLIC AND PRIVATE STAKEHOLDERS IN CULTURE AND CREATIVE SECTOR

Please describe the role of non-governmental civil society organisations that are active in the cultural and creative field. Please explain how representatives of the culture and creative sector are supported by public authorities of your city/town. Please describe capacity building programmes or other educational platforms aimed at promoting culture and creativity in your city/town. If relevant, please describe how private or public representatives of culture and creative sector are involved in culture policy-making process in your city/town.

Maximum characters remaining: **2000**

NEEDS AND CHALLENGES RELATED TO CULTURE AND CREATIVE SECTOR

Please identify current challenges and needs related to the culture and creative sector in your city/town. Please propose interventions or possible optimisation measures, which may contribute to improving cultural and creative ecosystem and to maximising existing potential of culture and creativity for sustainable socio-economic growth of your city/town.

Maximum characters remaining: **500**

CULTURAL DEVELOPMENT STRATEGY

Please describe briefly the global development vision for the culture and creative sector in your city/town. Please identify major policy(ies) measures, main target groups and expected results that might be relevant for the Cultural Development Strategy of your city/town.

Maximum characters remaining: **500**

OTHER INFORMATION ABOUT THE CITY/TOWN

Has your city/town applied for any other funds (international, EU or national funds) in the past five years?

- ☐ YES
- ☐ NO

If yes, please provide brief information and a link to the implemented activities

SUPPORTING DOCUMENTS

Self-Declaration	Download self declaration form
Budget Form	Download budget form