EU4Culture

Application Guidelines for a Mobility grant for Individual Artists and Cultural Professionals

Call for Proposals issued in the framework of 'EU4Culture', a project funded by the European Union

GOETHE INSTITUT

ČESKÁ CENTRA CZECH CENTRES

INSTITUT FRANÇAIS

DANSK KULTUR-INSTITUT

DANISH CULTURAL INSTITUTE

TABLE OF CONTENTS

Disclaimer

1. INTRODUCTION AND GENERAL INFORMATION

The purpose of this scheme is to support individual artists and cultural professionals from the Eastern Partnership countries to work and interact across borders. It is funded by the European Union (EU), as part of the EU4Culture project.

1.1 EU4Culture

EU4Culture aims to foster culture as an engine for growth and social development across six countries of the European Union's Eastern Partnership (EaP) region: Armenia, Azerbaijan, Belarus,[1] Georgia, Republic of Moldova and Ukraine[2]. It will help to enhance the role of the cultural sector as a driver of economic development. Thanks to its regional approach, it also promotes intercultural dialogue and knowledge exchange between artists and cultural professionals from these countries.

The project places culture, the creative industries and cultural sites at its core, which all carry a great potential for broad and sustainable economic and social development.

1.2 Overview and objectives of the mobility grant scheme

For this purpose, a mobility grant scheme for Artists and Cultural Professionals (A&CP) has been developed, which specifically aims to:
   (1) Enhance intercultural dialogue and knowledge exchange between A&CP in the EaP countries;
   (2) Support professional mobilities (i.e., international travel for professional purposes) of Artists and Cultural Professionals;
   (3) Create links between artists, cultural practitioners and professionals to support international collaboration.

Up to 250 Artists and Cultural Professionals in five EaP countries (i.e., Armenia, Azerbaijan, Georgia, Republic of Moldova and Ukraine) will receive a mobility grant during the next three years, i.e. 2022 - 2024. EU4Culture will award a maximum of EUR 600,000[3] in total to individual Artists and Cultural professionals, i.e. a maximum of EUR 120,000 per EaP country (Armenia, Azerbaijan, Georgia, Republic of Moldova, Ukraine[4]) for five calls.

The first call was launched on **January 31, 2022,** the second call was launched **on June 30, 2022,** the third call will be launched on **January 30**, **2023,** to which compared to other two calls already published, more applicants can be funded, as allocated budget for the third call will be more than for the previous ones. Within the budget of this call for proposals the half of the budget for the countries Armenia, Azerbaijan, Georgia and Republic of Moldova will be dedicated only for the applicants from the regional cities.

---

[1] As of 28 June 2021, Belarus has suspended its participation in the Eastern Partnership.
[2] The separate call for Ukraine was published in April 2022. Due to very high demand the call was closed after 1.5 month.
[3] EU4Culture reserves the right not to award all available funds, or to re-allocate funds to other project grants.
[4] Under the separate published call for proposals for Ukraine in April-May 2022, **EUR 78 340** (out of EUR 120 000) has already been awarded to beneficiaries residing in or outside Ukraine. The remaining budget will be disbursed in the next three calls. Please note that due to the small budget for Ukraine it is not possible to fund the same number of beneficiaries as in other countries.

Information about the mobility grant scheme for Belarus:
In the next two years, i.e. 2023-2024, two calls for proposals are planned under the EU4Culture mobility grant scheme for Belarusian Artists and Cultural Professionals. The first call for proposals was published in April 2022, the second call will be published on January 30, 2023 together with other countries and the third call will be published in December 2023.
The total available budget for the mobility grant scheme for Belarus is EUR 258,000, of which EUR 79,000 has been already allocated for the beneficiaries from the first call. The remaining budget will be disbursed for two further calls.

The mobility grant scheme supports activities such as internships, study visits, conferences (online/offline), professional development and other activities that are carried out in another country and foster knowledge exchange and intercultural dialogue.

For more detailed information about the current and upcoming calls please see Section - **Timetable and Implementation**).

The information to be provided and selection procedure are presented in detail in this document. In summary, applicants must provide information about:
- the international collaboration that is made possible by the mobility and the main activities to be undertaken;
- the expected results of the mobility, in terms of production and/or professional development;
- how the results will be shared with others and/or used in the future ('sustainability plan');
- the professional and personal motivation for the mobility.

Applicants must also provide evidence that a plan of activities has been organised for the mobility: for example, an invitation from the host organisation **(official letter with the signature or stamp, otherwise the document will not be accepted)**, a cooperation plan or agreement with a partner in the destination country, or a festival programme.

1.3   Types of actions or activities

Below is an indicative and non-exhaustive list of activities that can be implemented in the framework of the EU4Culture mobility grant scheme:

- Establishing new partnerships or developing existing international partnership(s), networking and other relevant international collaboration activities;
- Developing and/or (co-)organising innovative and creative brainstorming markets or exchange platforms of new ideas / creative models with international partners;
- Cultural or creativity focused internships, showcases, workshops, master classes, study visits (Online/Offline);
- Participation in relevant conferences, festivals or other networking events (Online/Offline);
- Developing inclusive cooperation opportunities and initiatives by relying on digital technology and eLearning;
- Study visits demonstrating (e.g. European) participatory dialogue with public authorities responsible for culture and creativity development (on a regional or national level);
- Developing new or enhancing existing mechanisms for communication, dissemination and transferability of results of cultural and creativity projects on a regional, national and international level.

Please note:

Only __individual__ mobilities are eligible. Applications to support the mobility of a group of individuals, or individuals travelling together, will not be supported. Furthermore, only __international__ mobility projects are eligible: mobilities within the applicants' country of residence will not be supported.

1.4   Cultural and creativity sectors or themes

In the framework of this Call for Proposals, all cultural and creative sectors whose activities are based on cultural values, or other individual or collective artistic or creative expressions, are eligible.[5]
An indicative and non-exhaustive list of cultural and creative sectors is as follows:

- Advertising and Marketing (PR & communication activities, Advertising)
- Architecture (Architectural activities)
- Creative gaming industry
- Creative or cultural education and/or research, Creative hubs
- Creative or traditional crafts
- Design, e.g. product, graphic and fashion design
- Film and video e.g. movie and video production, TV, radio, broadcasting
- Fine Arts e.g. photography, painting, new media art
- Gastronomy and traditional culinary industry
- IT, Software and computer service creative software development as well as culture and creative computer-based services
- Literature and Publishing (translation and interpretation activities)
- Museums, archives, galleries, and libraries
- Music, performing and visual arts (Sound recording & music publishing activities, cultural education, Performing arts, Artistic creation, Festivals)

1.5   Duration

Applicants can apply for four different grant types, depending on the duration of their mobility project:

1) Short-term mobilities (5-10 calendar days, including travel days) - a maximum of EUR 1,500;
2) Medium-term mobilities (11-35 calendar days, including travel days) – a maximum of EUR 3,500;
3) Long-term mobilities (36-84 calendar days, including travel days) - a maximum of EUR 5,000.
4) Virtual mobilities (no travel, but online participation in an event taking place in another country) – a maximum of 1,000€, covering the registration fee only.

For short-term and medium-term mobilities, applicants may only travel to one destination.

For long-term mobilities, applicants can choose to travel to several destinations: a maximum of three destinations are allowed, either all in the same country or in three different countries.

Within this call for proposals the applicant can start his/her mobility project __no earlier than June 1, 2023 and must complete the mobility project until May 31, 2024.__

---

[5] Cf. https://ec.europa.eu/culture/sectors/cultural-and-creative-sectors

Please note:

In case the applicant indicates the start of the mobility project before June 1 2023, the application will be withdrawn during the technical eligibility check and will not be passed for the content related assessment.

2. ELIGIBILITY CRITERIA

2.1 Eligibility of applicants - <u>WHO</u> can participate?

Applicants must comply with the following criteria:

- be at least 18 years old on the day of the application deadline **and**
- currently be a legal permanent resident in one of the following Eastern Partnership countries: Armenia, Azerbaijan, Belarus[6], Georgia, Republic of Moldova and <u>Ukraine</u>[7] [8]**and**
- be an Artist or Cultural Professional.

Examples of proof of legal permanent residencies: National Identity card/Passport, refugee status/humanitarian protection, residence permit, housing contract, bills, etc.

Information for the applicants from Ukraine:

The grants can only be awarded to registered juridical persons. Applicants from Ukraine must be registered as private entrepreneurs *(Please note that the professional activity related to your planned mobility project must correspond to the professional activity indicated in the registration form)* in order to be able to receive a grant or apply on behalf of a hosting or sending organisation, eligible to receive charitable assistance (NGO, charitable fund, or other non-profit organisations).

Please note that payment to the applicant's accounts from Ukraine is possible either to private entrepreneurs or to registered organizations in Ukraine only in <u>Ukrainian Hryvnia</u>. Euro transfers to Euro accounts are possible to the accounts of host organizations registered outside Ukraine in one of the countries identified in table 2.2 as a hosting organisation.

The beneficiary of EU4Culture mobility grant scheme is responsible for paying all necessary taxes directly associated with the mobility grant (if any). Please note that non-payment of required taxes may have consequences for the beneficiary in the form of fines or exclusion from the social benefits program.

2.2 Eligible area – <u>WHERE</u> can applicants travel?

The following countries are eligible as destination countries under this Call for Proposals:

---

[6] Applicants with a permanent residence in Belarus can be located in Belarus or residing in one of the countries identified in the table 2.2

[7] Applicants with a permanent residence in Ukraine can be located in Ukraine or residing in one of the countries identified in the table 2.2, starting from 1 February 2022

[8] This includes citizens of these countries, as long as they are permanently residing in these countries

THE MEMBER STATES OF THE EUROPEAN UNION[9]			
Austria	Finland	Lithuania	Portugal
Belgium	France	Luxembourg	Romania
Bulgaria	Germany	Malta	Slovenia
Croatia	Greece	Netherlands	Slovakia
Czech Republic	Hungary	Poland	Spain
Cyprus	Ireland		Sweden
Denmark	Italy		
Estonia	Latvia		
OTHER EUROPEAN COUNTRIES			
Iceland	Switzerland		
Liechtenstein	United Kingdom		
Norway			
EU PARTNER COUNTRIES			
(EaP Countries)	(Other EU Partner Countries)		
Armenia	Albania		
Azerbaijan	Bosnia and Herzegovina		
Belarus	Kosovo*[10]		
Georgia	Montenegro		
Republic of Moldova	Republic of North Macedonia		
Ukraine	Serbia		
	Turkey		

Table 1: Eligible Area of the EU4Culture Mobility Project

Please note:

It is entirely the responsibility of the applicants to obtain required visa(s) (if any) and all other necessary travel documents (e.g. passport, health insurance, health tests, registration of the grants in the respective institutions) for the planned mobility project. It is therefore strongly recommended that successful applicants undertake all necessary steps to obtain visa(s) from the competent authorities well in advance. If necessary and upon request, EU4Culture may provide a *Letter of Confirmation* **(please make sure that short note requests might not be considered. Your request regarding preparation of the letter should be communicated with EU4Culture team at least five working days before the need)** to support successful applicants' visa request, i.e. a letter confirming the source and the volume of the financial support, destination country(ies) and duration of the mobility.

2.3   Eligible expenditures and principles of funding

In the budget section of the online application form on GAP (Goethe Application Portal), applicants must indicate the expenses that will be requested as part of their mobility funding.

---

[9] The oversea territories of the EU member states or other European countries are not eligible within this Call for Proposals. The list of oversea territories

[10] * This designation is without prejudice to positions on status and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

The table below provides information on the types of costs that can be included in the budget, as well as the amount that can be paid and how the amount is calculated.

Please note:
For virtual mobilities, the only cost allowed is 'Registration fees'.

Eligible costs		Financing mechanism	Amount	Rule of allocation
Travel	Travel costs, from the place of origin to the destination city and return (economy class only)	Lump sum[11]	For a travel distance between 10 and 99KM: **20 EUR**	Based on the distance between the place of origin and the destination city, as calculated using the European Commission's distance calculator.[12] The grant amount for the round trip is based on the distance in a straight line between the origin and the destination. *
			For a travel distance between 100 and 499KM: **180 EUR**	
			For a travel distance between 500 and 1,999KM: **275 EUR**	
			For a travel distance between 2,000 and 2,999KM: **360 EUR**	
			For a travel distance between 3,000 and 3,999KM: **530 EUR**	
Costs of stay	Costs for food, accommodation, local and public transport such as bus or taxi in the destination country.	Lump sum per day	Mobility lasting between 5 and 10 days: **120 EUR per day**	Based on the duration of the stay (including travel days)
			Mobility lasting between 11 and 35 days: **70 EUR per day**	
			Mobility lasting between 36 and 84 days: **50 EUR per day**	
Special needs	Additional expenses linked to mobility with a	Real costs	a maximum of 1,500 EUR can be funded	This amount is additional to the maximum grant amount

---

[12] https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator

	disability or other special needs.			indicated in Section 1.5.
Registration fees	Fees for conferences, seminars or forums (Offline/Online)	Real Costs	a maximum of EUR 1,000 can be funded	
Visa fees (if required)	Visa costs	Real Costs	100% of actual costs	
Medical insurance	Medical insurance covering travel to the destination country	Real Costs	100% of actual costs	
COVID-19 PCR tests	COVID-19 PCR tests, necessary for the mobility project, including travel and stay to obtain the test. Any quarantine costs will not be covered.	Real Costs	100% of actual costs	

Table 2: Travel categories and eligible costs (incl. travel costs)

* Applicants must calculate the distance between the place of origin and the venue of the mobility by using the European Commission's distance calculator. For example, if a person from Batumi (Georgia) is applying for a mobility that will take place in Brussels (Belgium), applicants should:

1. Calculate the distance from Batumi to Brussels using the European Commission's distance calculator: **http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm**
2. Identify the distance category, i.e. the distance Batumi - Brussels in a straight line is 3004.36 km, thus the distance is in the category between 3,000 and 3,999 km
3. Plan/indicate eligible total travel costs for the whole round trip accordingly, i.e. the total eligible travel costs (round trip) for the beneficiary in this case will be EUR 530.

Please note: The distance calculator is integrated into the online application form published on GAP and the corresponding lump sum is calculated automatically. The process described above shows the applicant the principles of calculating travel expenses.

Can the original budget be modified or adjusted during the implementation stage?

The total budget cannot be increased: however it can be decreased, if the mobility does not take place as foreseen or if the real costs are lower than those indicated in the budget.

The amounts under each "real costs" budget line can be slightly re-allocated between each other, within 10% of the amount initially indicated.

Travel and accommodation costs cannot be increased: they will be decreased if the mobility does not take place as foreseen. **Example:** If your mobility was planned for 18 days but actually lasted only 15 days, the costs for these three days (cost of stay) will be deducted from the final calculation of your grant. If you decide to stay longer in the destination country, it will be at your own expense;

What expenses cannot be supported by the EU4Culture mobility grant scheme?

- Expenses that have not been indicated in the budget of the mobility;
- Expenses that are not directly related to the mobility;
- Expenses that are already fully covered by another source, grant or program (double funding).

Please note:

Co-funding of the mobility projects from other source(s) is possible, e.g. co-funding of registration fee for the targeted conference, travel costs, costs of stay. However if these costs are covered by another source, they cannot be included in the budget of this mobility grant.

2.4 Additional Information

Applicants may only submit one application in response to a Call for Proposals: if they submit several applications for the same call, only the last submitted application will be considered.

Applicants who are not successful can re-apply in response to the following Call.

EU4Culture will support maximum one mobility project per applicant: applications from persons who have been successful in a previous Call will not be considered.

Depending on new regulations or other circumstances, the EU4Culture team may update the process, the structure of the application or the mechanism of the financial support used for future Calls for Proposals. The Guidelines will be published for every Call for Proposals separately. Therefore, we highly recommend that applicants who intend to respond to future Calls for Proposals, always refer to the guidelines of the corresponding Call.

Any conflict of interests must be avoided at all times.

2.5 Visibility[13]

Beneficiaries of the EU4Culture mobility grant scheme must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the financial mobility support is used. In this respect, beneficiaries of the EU4Culture mobility grant scheme are required to highlight the name and use the logo of the European Union on all their publications, posters, programmes, and other products produced under the financed project.

To do this, they must follow the Communication and Visibility Manual for EU4Culture Beneficiaries (cf. Annex D-Communication Guide for EU4Culture Mobility Grantees). Non-compliance with these requirements can have financial/administrative consequences.

---

[13] These visibility rules don't apply for the applicants from Belarus.

Finally, beneficiaries are also encouraged to post on social media mentioning the EU and the EU4Culture project with the hashtag #EU4Culture.

After the completion of the mobility projects for each Call, EU4Culture will publish the following information, in summary form, for each of the five EaP countries:

- Total number of projects funded and total amount of financial support provided;
- Objectives and main activities of the mobility projects;
- Main results of the mobility projects.

3. HOW TO APPLY AND PROCEDURES TO FOLLOW

3.1 Application Procedure

To respond to this Call for Proposals, applicants must follow these steps:

- Check the thematic compliance of the mobility project (cf. Section 1.3 – Types of actions or activities);
- Plan and prepare an action plan for international mobility, using the questions asked in the online application form as guidance;
- Obtain necessary written confirmation or agreements with international partners, hosting partner(s) and/or institutions;
- Plan the budget for the mobility project – this must comply with the eligibility of costs and the principles of funding (Section 2.3);
- Fill in and submit the application form and annexes before the deadline.

In their application, applicants must clearly demonstrate how this mobility will affect their professional development or career path (creation, training, collaborations, career or job perspectives, networking, etc.).

3.1.1 Filling and Submission of application form

To apply for the Call for Proposals, applicants should:

1. Register in the Goethe Application Portal **(GAP)** https://cutt.ly/i9jeCSW
2. Provide information according to the instructions or guiding questions provided in the GAP.

After submitting their online application, applicants will receive an automatic confirmation of receipt in their GAP profile.

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

3.1.2 Submission Deadline

The submission deadline is March 27, 2023, 15:00 CET. Applicants are strongly advised not to wait until the last day to submit their application.
Applications submitted after the deadline will not be evaluated.

3.1.3 Further information

The EU4Culture team will deliver trainings/info sessions (online) in each EaP country within a month after the publication of each call.

In other words, one information session is planned in each participating country. Information about each session is available on p.# 18 under **Timetable and Implementation.**

The information sessions will cover the following topics:

- Understanding the nature, aims and benefits of mobility opportunities;
- Creating an international mobility project, including networking, finding hosts/joint projects;
- Developing and submitting an application.

The sessions will be held in local languages.

Additionally, potential applicants may submit questions by e-mail (see Section 7 – **Contact Information**).

Individual consultations in the framework of this Call for Proposals are not possible. In order to ensure a level playing field for all applicants, all questions and answers as well as other important information will be published on the GAP and will be accessible to everyone.

3.1.4   Application Language

The application form and all supporting documents (artistic CV/portfolio, agreement with the mobility partner or letter of invitation from the host organization (with signature or stamp), budget) must be submitted in English.

3.1.5   What happens once the application is submitted?

All submitted applications will undergo a standard assessment procedure, which is composed of:
(1) Formal and eligibility assessment – checking whether the application fulfils the formal eligibility criteria;
(2) Quality assessment – evaluation of the application's content;
(3) Final selection – based on the quality assessment, but taking into consideration geographical balance, gender balance and inclusion.

(1) Formal and eligibility assessment

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

#	Formal and eligibility criteria
1	The application has been submitted within the deadline.
2	The application and supporting documents are submitted in English.
3	The application fulfils the eligibility criteria (applicant, target country, duration).
4	The application form is complete, and all required documents are uploaded.

Quality assessment

The applications that pass the formal and eligibility assessment will be further evaluated by two independent experts, according to the following evaluation grid.

The evaluation criteria are divided into four headings: each heading will be given a score between **1 and 5 (1 = very poor; 2 = poor; 3 = adequate/moderate; 4 = good; 5 = excellent).** Each heading has a weighting, by which the score will be multiplied to reach a maximum score.

	Score Scale	Percentage	Interpretation
5 scale assessment	1	0-20	Very poor
	2	21-40	Poor
	3	41-60	Adequate/Moderate
	4	61-80	Good
	5	81-100	Excellent

Evaluation grid

Heading	Maximum Score
1. Plan of activities /plausibility and feasibility How clear and realistic is the suggested mobility programme? How clear and realistic is the suggested project timeline? Is the proposed budget accurate, plausible and feasible?	**35**
2. Results: How clear is the purpose of the mobility and the expected results?	**25**
3. Sustainability How realistic are the applicant's plans to use the experience gained/results produced after the end of the mobility project within community?	**25**
4. Motivation How clear is the personal and professional motivation of the applicant? How clear is the personal motivation of the applicant to share the experience gained after the end of the mobility project?	**15**
Maximum total score	**100**

The score attributed to each application will correspond to the average of the scores attributed by each independent expert.

If the scores attributed to an application by each expert differ by more than 30 points, the application will be assessed a third time. In this case, the score of the application will correspond to the average of the two closest scores.

(3) Final selection

The final selection of projects will be based on the scores obtained in the evaluation but will also take into consideration geographical balance, inclusion and gender balance.

Please note that a maximum of three mobility projects from the same sector can be funded. Please see the list of sectors under Cultural and creativity sectors or themes.

Priority will be given to Artists and Cultural Professionals, who are not from the capitals of the participating countries. [14]

Priority will also be given to applicants who have not previously participated in similar mobility projects.

The applicants will be informed of the results of the assessment via E-Mail.

3.1.6   What happens once the application is approved?

Signing of the grant contract

If the applicant is selected for funding within EU4Culture mobility grant scheme:
- The mobility budget will be reviewed and the approved funding amount will be confirmed.
- The applicant will receive the draft of the grant agreement, to be completed with relevant information, signed and returned to Goethe-Institut.
- After the grant contract has been signed by both parties (the applicant and Goethe-Institut), the applicant becomes a Beneficiary of the EU4Culture mobility grant scheme and receives 75% of the approved funding amount.
- The applicant can begin implementing the mobility. The applicants who need visa for the destination country and need to undergo other administrative procedures, are highly advised to start their mobility projects at least two months after receiving the official notification from EU4Culture project.

Any bank fees will be charged to the recipient (i.e, the banks will deduct any fees from the amount EU4Culture will have transferred to the beneficiary's account).

3.1.7   Changes to the mobility project

- The beneficiary is requested to implement the mobility during the following time period - **June 1 2023 – May 31 2024**.
- The Mobility should be started from the place indicated in the application form and return. The changes can apply only in justified cases and must be discussed in advance with the project team, otherwise the costs for mobility starting from different place other than stated in the initial application form, can't be accepted or will be recalculated and will be deducted from the final calculation.
- It will not be possible to change the destination country or the number of days of the mobility. If the beneficiary is unable to go to the initial destination or to stay for the number of days requested, the beneficiary has to inform EU4Culture project well in advance before this happens, otherwise EU4Culture project will consider it as an abandon/drop out. If the beneficiary decides to stay longer in the destination

---

[14] These criteria don't apply for the applicants from Belarus and Ukraine

country, it will be at the grantee's own expense, but the beneficiary has to inform EU4Culture team about these changes too;

- The beneficiary will be allowed to change the timing of the mobility (i.e. when to start the mobility project), and will be requested to inform of the new indicative dates of the mobility via GAP (Goethe-Application Portal). in this case the beneficiary has to provide official reason and circumstances why the planned mobility can't be implemented and after official approval by the EU4Culture team, can start the mobility within the updated period. Before accepting the changes, the applicant should deliver to EU4Culture team an updated invitation letter from the host organisation with the updated mobility dates.

Reporting and final payment

The Beneficiaries commit, within one month of the end of their mobility, to submit an activity report consisting of a narrative and financial report, including required supporting documents. Beneficiaries will receive the balance of their funding amount (25%) after submission and approval of the report. Payments will be made in Euros to the account mentioned in the grant contract (Please note that, according to the Goethe-Institut's rules applicants registered in Ukraine can't receive the payment in Euro, the transfer can be maid only in Ukrainian hryvnia).

Mobility report consists of two parts:

1) Narrative report:
   - Description of the activities implemented and results achieved;
   - Attachments: Videos, a minimum of 3 pictures demonstrating some activities of the mobility project, Social media posts demonstrating some activities during the project (if any).

2) Financial report:

Budget form including supporting documents:
   - For the real costs: proof of expenditure (invoices, **proof of payment**; e.g. conference fee);
   - For the lump sums: proof that the mobility occurred and lasted the number of days foreseen:
       - For the travel: boarding passes for both ways proving the place of origin as indicated in the application form and the destination country(ies)/city(ies), train tickets/passport stamps;
       - For the cost of stay: Invoices of accommodation and local receipts or invoices (supermarket, local bus tickets etc) in the destination country in your name only to contribute to prove your stay in the destination country.

List of proofs (examples)	
Proof of travel **from the place of origin to the destination city and return (economy class only)**	Boarding passes, train tickets, passport stams, bus tickets, ferry tickets, petrol station receipts, etc.
Proof of daily expenses (cost of stay)	Proof of the number of days spent abroad (hotel bookings, Airbnb, etc.); Transport tickets can also be a proof if they clearly indicate the dates.

Proof of real costs (registration, visa, insurance and Covid 19 fees)	Invoices, proof of payment (bank statements; for cash payment – cash receipts)

3.2   Principles applying to EU Grants

Non retroactivity

Beneficiaries may begin implementing their project only after their grant agreement is signed. Costs incurred before the signature of the grant agreement will not be eligible.

Non-cumulative award

EU4Culture will support a maximum of one mobility project per person. EU4Culture will not cover costs that are otherwise covered, for example by other grant schemes. To avoid the risk of double funding, the applicant must indicate in the relevant section of the application form, the sources and the amounts of any other funding received or applied for in the year.

Multiple submissions

In case several applications from the same applicant have been submitted, EU4Culture will assess the last submitted application. Applications with identical or similar content submitted by different applicants will be subject to a special assessment and may be rejected, due to suspicion of fraud.

No-Profit and Co-financing
Mobility projects supported by the European Union must not have the purpose or effect of producing a profit within the framework of the project carried out by the beneficiary.

4. TIMETABLE AND IMPLEMENTATION

The indicative time schedule of the second Call for Proposals is as follows:

	DATE	TIME
Launch of the 3rd open call	30th of January 2023	12:00 CET
Online Info sessions for the potential applicants (platform: ZOOM)	Info session in Armenia: February 16, 2023	10:00 AM local time Click here to register
	Info session in Azerbaijan: February 24, 2023	12:00 PM local time Click here to register
	Info session in Belarus: February 22, 2023	07:00 PM local time Click here to register
	Info session in Georgia: February 23, 2023	01:00 PM local time Click here to register
	Info session in Moldova: February 22, 2023	10:00 AM local time Zoom Registration Link: Click here to register
	Info session in Ukraine: February 16, 2023	12:00 PM Click here to register
Deadline for submission the applications	27th of March 2023	15:00 CET
Information to applicants on opening, administrative checks and evaluation	Second week of May 2023	
Contracting	May 2023	
Earliest possible start of the mobility project	1st of June 2023	

| Latest possible end to the mobility project | 31st of May 2024 | |

The indicative time schedule of the next Calls for Proposals is as follows:

	DATE
Launch of the 4th call Applicants are eligible to apply from the following countries: Armenia, Azerbaijan, Georgia, Republic of Moldova and Ukraine	June 12 2023
Deadline for submission the applications for the 4th call	August 12 2023
Earliest possible start of the mobility project	October 2023
Latest possible end to the mobility project	September 2024
Launch of the 5th call Applicants are eligible to apply from the following countries: Armenia, Azerbaijan, Belarus, Georgia, Republic of Moldova and Ukraine	December 2023
Deadline for submission the applications for the 5th call	February 2024
Earliest possible start of the mobility project	April 2024
Latest possible end to the mobility project	September 2024

5. DATA PROTECTION

The reply to any call for applications involves the recording and processing of personal data (such as name, address). Such data will be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data: https://eur-lex.europa.eu/legal-content/en/TXT/?uri=CELEX:32018R1725

Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for applications will be processed solely for that purpose by the EU4Culture evaluation team. Details concerning the processing of personal data are available on the privacy statement at: https://ec.europa.eu/info/funding-tenders/rules-public-procurement/data-protection-public-procurement-procedures_en.

6. WHO IMPLEMENTS EU4CULTURE?

The EU-funded "EU4Culture" programme is implemented on behalf of the European Commission by the following cultural institutions of EU Member States: Goethe-Institut e.V. (Lead), Czech Centers, Danish Cultural Institute and Institut Français de 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 cultural and creative sectors.

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. Czech Centres also provide Czech language courses in foreign countries, 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 developments, 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 de Géorgie – has been present in Georgia since 2002. The Institut Français de 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.

7. CONTACT INFORMATION

If you experience technical difficulties during the submission process, please contact eu4culture@goethe.de or support.gap@goethe.de. Please note that the working languages of the IT support are English and German. If you need language support, address your request to the contact person for your country (listed in the table below). Please contact the EU4Culture team if you have any questions regarding the application process:

Country	Contact Person	Email
Regional all participating countries	Rusudan Ebralidze (Regional Mobility Manager)	Rusudan.ebralidze@goethe.de
Armenia	Marine Karoyan	Marine.Karoyan.extern@goethe.de
Azerbaijan	Firuza Baghir	Firuza.Baghir.extern@goethe.de
Belarus	Bahdan Khmialnitski	Bahdan.Khmialnitski.extern@goethe.de
Georgia	Khatia Tchokhonelidze	Khatia.Tchokhonelidze@goethe.de
Republic of Moldova	Eugeniu Harabara	Eugeniu.Harabara.extern@goethe.de
Ukraine	Kateryna Levchenko	Kateryna.Levchenko@goethe.de

We look forward to receiving your application and wish you success!

8. LIST OF ANNEXES

8.1 Documents to be completed/uploaded

(These annexes are to be uploaded online on **GAP**)

Annex A: **Evidence documents**: Invitation from the host organisation (with signature or stamp), agreement with the mobility partner (with signature or stamp), festival invitation/programme, or other evidence that a plan of activities has been organised for the mobility.

Annex B: An artistic CV or portfolio

Annex C: **Registration documents**: Registration document of a private person-entrepreneur for the applicants from Ukraine – (ФОП) or a sending organisation or hosting organisation.
Proof of legal residence: ID, passport, refugee status, housing contract, bills etc.

8.2 Documents for information

ANNEX D: Communication Guide for EU4Culture Mobility Grantees

Useful links: Web sites related to the project

https://euneighbourseast.eu/projects/eu-project-page/?id=1487

https://linktr.ee/eu4culture

Distance calculator
https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator