

Culture Moves Europe

Application form – Call for Residency Hosts

Second Call for Residency Hosts – 16 October 2023 until 16 January 2024

Information about the application

[Culture Moves Europe](#) is the permanent mobility scheme funded by the [Creative Europe](#) programme of the European Union and implemented by the [Goethe-Institut](#) e.V. The scheme's Residency Action offers financial support to legal entities registered and based in one of the Creative Europe countries to invite artists and cultural professionals residing in other Creative Europe countries to participate in a residency project. The Residency Action covers projects involving any of the sectors included in the CULTURE Strand of the Creative Europe programme, and provides support to the hosting legal entities to contribute to mobility and hosting costs for these artists and cultural professionals.

Before applying, please check the eligibility criteria for the Culture Moves Europe – Residency Host Action. The applicant must:

- Be a legal entity¹;
- Regularly organise artistic and creative activities or/and have the capacity to implement an artistic and cultural residency project with international Artists and Cultural Professionals from other Creative Europe Countries
- Organise activities connected to at least one of the following sectors: architecture, cultural heritage, design and fashion design, literature, music, performing arts and visual arts;
- Not charge fees for A&CPs participating in the residency project funded by Culture Moves Europe;
- Be legally registered **and** based² in one of the **Creative Europe countries**³: Albania, Armenia, Austria, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo⁴, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Tunisia, Ukraine;

Including their Overseas Countries and Territories and Outermost Regions of the European Union:

Outermost Regions: Azores (Portugal), Canary Islands (Spain), French Guiana (France), Guadeloupe (France), Madeira (Portugal), Martinique (France), Mayotte (France), Reunion Island (France), and Saint-Martin (France).

Overseas Countries and Territories: Aruba (The Netherlands), Bonaire (The Netherlands), Curaçao (The Netherlands), French Polynesia (FR), French Southern and Antarctic Territories (France), Greenland (Denmark), New Caledonia (France), Saba (The Netherlands), Saint Barthelemy (France), Sint Eustatius (The Netherlands), Sint Maarten (The Netherlands), St. Pierre and Miquelon (France), and Wallis and Futuna Islands (France).

Applicants having previously received an *i-Portunus House Grant* or a *Culture Moves Europe Residency grant* are eligible to apply, but priority will be given to first-time applicants.

¹ In this call, legal entities include the following: non-profit organisations, NGOs, public bodies, foundations, companies, self-employed persons, etc.

² The hosts must carry out the residency project in the same country in which they are legally registered.

³ More updated information about Creative Europe countries is available [here](#).

⁴ 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.

Applicants who already received a Culture Moves Europe residency grant will be allowed to re-apply, as long as it is for a different project and participating A&CPs.

Disclaimer: In accordance with the EU Council Regulation 2022/576, Article 5l), it shall be prohibited to provide direct or indirect support, including financing and financial assistance or any other benefit under a Union, Euratom or Member State national programme and contracts within the meaning of Regulation (EU, Euratom) 2018/1046, to any legal person, entity or body established in Russia with over 50 % public ownership or public control.

Open call: 16 October 2023 until 16 January 2024, 23:59:59 CET.

Applications must be submitted in English.

Applicants can only submit one application as part of the Call for Residency Hosts, running from 16 October 2023 until 16 January 2024, 23:59:59 CET.

Both selected and rejected applicants are able to re-apply to future calls (spring 2024).

Applicant details

Name of the applicant (the legal entity)*

Legally registered as a:

- Non-governmental organisation,
- Public body (local, regional, national),
- Non-profit organisation,
- Foundation,
- Company,
- Self-employed person,
- Other

Please specify

City*

Number of inhabitants*

Please specify how many people live in the city you are based

- Less than 10.000 inhabitants
- 10.001 - 150.000 inhabitants
- 150.001 – 1.000.000 inhabitants
- More than a 1.000.000 inhabitants

Country*

- Drop-down menu with all Creative Europe countries

Details of the hosting coordinator (the person responsible for the application)*

First Name*

Open text

Family name*

Open text

Specific role in the residency project*

- Administration (E.g. contracts, supplies, budget etc.)
- Coordination (of activities, of collaborators etc.)
- Logistics (travel arrangements, equipment etc.)
- Other

If other, please specify

Open text

Experience and Portfolio

We kindly ask you this information for statistical purposes.

The legal entity has already, in the past, organised residencies for A&CPs:

- yes
- no

The legal entity has hosted so far:

Number of A&CPs

Recent achievements of the host (in relation to residency projects, if applicable)*

Present and briefly describe up to 3 projects or results you have recently produced (as Residency Host).

Project 1
Project 2
Project 3

500 characters left

Number of employees/collaborators*

Numeric box

Type of employees/collaborators* (multiple choice)

- Full-time employees
- Part-time employees
- Freelance collaborators
- Paid trainees
- Unpaid trainees
- Other

If other, please specify

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The Residency Project

Details about the Residency Project and budget estimation

The budget at the end of this section will be an estimation based on the information you provide. Please provide this information as accurately as possible. Note that, if the application is selected, you will be able to confirm or adapt these elements in the second phase.

The A&CPS participating in the residency project funded by Culture Moves Europe should all be present in the host's premises at the same time, for the same duration, and without interruption.

Number of A&CPs participating in the residency project*

drop-down menu with 5 options (1 to 5)

- 1
- 2
- 3
- 4
- 5

Duration of the residency (same for all participating A&CPs)*

The duration is based on the number of days the participating A&CPs will spend at the host's premises. E.g., a short residency project can involve an A&CP/A&CPs staying at the host's premises for 2 months each.

Tick one option

- Short-term residency project: duration between 22 and 60 days
- Long-term residency project: duration between 61 and 120 days
- Extended residency project: duration between 121 and 300 days

Indicative dates of start and end of the project:

(start date)

(end date)

Automatic calculation of number of days:

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The residency project duration includes the residency project implementation, and not the travel time. Participating A&CPs will be able to leave their country of legal residence **15 days before** the start of the residency project and come back to their country of legal residency up to **15 days after** the finalisation the project, in agreement with the host. The hosting and daily allowances during this additional time are not covered by Culture Moves Europe, and the host does not have to provide accomodation and services for this time

The estimate/provisional budget is calculated as follows:

- A. Hosting allowance:** financial support given to the host to contribute to expenses related to the accomodation of the A&CP and the implementation of the residency project. The fixed daily amount support costs such as: rent of the accomodation, charges connected to the accomodation, rent of equipment, mentor fees, etc. **35 EUR per day per A&CP;**
- B. Mobility grant:** amount to be paid by the host to each A&CP, includes a travel allowance of **700 EUR** (including 350-700€ depending on the distance and request of a green top-up – the amount will be adjusted in the second phase of application) and **25 EUR per day, per A&CP;**
- C. Top-ups:** the estimated budget does not include top-ups.

Are the residency's premises located in an eligible Overseas Country or Territory (OCTs) or Outermost Regions (ORs)?

- Yes
- No

Is the residency's bank account based in a non- Eurozone country?*

It includes: Albania, Armenia, Bosnia-Herzegovina, Bulgaria, Croatia, Czech Republic, Denmark, Georgia, Hungary, Iceland, Kosovo⁵, Liechtenstein, Montenegro, North Macedonia, Norway, Poland, Romania, Serbia, Sweden, Tunisia, Ukraine.,

- YES
- NO

Estimated budget

More information available on Section 1.4 of the Call for Residency Hosts.

Disclaimer: This is an estimation based on the information provided.

Please note that this budget will be adapted in the second phase if your application is selected.

Budget summary according to the information you provided:

Based on a fixed allowance of 35 euros per day, per participating A&CP, for the host + 25 euros per day for each participating A&CP, the total daily allowance is:

⁵ 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.

XX €

Travel allowance (based on 350 to 700 euros per person, depending on distance and means of transportation):

XX €

Total

XX €

Please note that the maximum grant amount that a host can receive for a residency project is 55.000€, with top-ups included.

Your project

More information on Section 3.2 of the Call for Residency Hosts

The project is the activity you plan to develop together with the artists/cultural professionals of your choice during the residency.

Main Sector

- Architecture
- Cultural Heritage
- Design and Fashion Design
- Literature
- Music
- Performing arts
- Visual arts

Main discipline*

Architecture

- Traditional
- Urban
- Landscape
- Other

If other, please specify:

Cultural Heritage

- Crafts
- Museum institutions
- Natural
- Tangible (built heritage)
- Intangible (living heritage)
- Other

If other, please specify:

Design and Fashion Design

- Design
- Fashion Design
- Other

Literature

- Literary creation
- Literary translation
- Publishing and promotion of literary works from Creative Europe countries (incl. OCT/OR)

- Other

If other, please specify:

Music

- Classic and Opera
- Folk/Indie
- Jazz/Blues
- Rap/hip hop
- Rock/Pop
- Metal/Goth
- Experimental/Sound art
- Other

If other, please specify:

Performing arts

- Dance
- Theatre
- Puppetry
- Street art
- Circus
- Outdoor arts performance
- Other

If other, please specify:

Visual arts

- Painting
- Sculpture
- Photography
- Digital arts
- Comic arts
- Other

If other, please specify:

Secondary Sector, if applicable

- Architecture
- Cultural Heritage
- Design and Fashion Design
- Literary translation
- Music
- Performing arts
- Visual arts

Objective of the project*

Please indicate the main objectives of your project (choose 2):

- Explore:** to conduct research, to investigate and work on a specific theme or a new concept.

- Create:** to engage in a collective creative process seeking to produce a new piece of artistic/cultural work.
- Learn:** to enhance the participants' competences through non-formal learning, or collaboration with a specialist.
- Connect:** to develop a network, to strengthen the participants' professional development, e.g. contribution to a major event, a festival, etc.
- Transform:** contribute to societal transformation in line with the New European Bauhaus values and principles. See the section 3.2.3 of the Call for Residency Hosts.

Please note: the residency grant cannot be used purely to support travel for artists to present their existing work in a professional setting (vernissage, exhibition, concert, performance) at the host.

Residency project description*

Please give a summary of the content of your project. You may include information about its background, the expected results, the people you will work with, the chosen location, and your expected audience, if applicable. Explain how the project aligns with your profile and philosophy (your activities, history, location etc.)

1000 characters left

Relevance of the residency project and the mobility*

Explain how the residency will allow the host and the participating A&CPs to achieve the objective chosen above (explore, create, learn, connect, transform: i.e. to contribute to societal transformation in line with the New European Bauhaus values and principles), and why it is important to host international A&CPs for the foreseen duration in the chosen location in order to reach the indicated objective(s).

1000 characters left

*Appears only if applicants select the NEB objective:

To what extent is the project dealing with the values of **beautiful, sustainable and together, as explained in the New European Bauhaus Compass**? To what extent does the project adopt a **multi-level, participatory** and **transdisciplinary** approach?

2000 characters left

Expected longer-term outcome*

What longer term outcomes are expected from the project, both for the host and for the participating A&CPs? For example: new partnerships, new collaboration opportunities, new skills, new ways of thinking and creating, etc.

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In which ways will the project benefit the local or broader national/European artistic and cultural ecosystem?

1000 characters left

*Appears only if applicants select the NEB objective:

How will the residency project to impact or engage and connect with the local community? To what extent is the residency supporting one of the three levels of impacts aimed by the NEB (See the section 3.2.3 of the Call)?***.

1000 characters left

Sustainability aspects*

Do the residency's facilities match sustainability criteria (e.g. green energy, recycling, etc.)? How does the project plan to integrate practices and habits that will have a less negative impact on the environment? For example: use of local transport, local consumption, re-use of materials, conscious use of technology etc.

1000 characters left

Implementation details of the residency project

Premises and services

Does the host provide suitable workspace for A&CPs within its own premises?*

- Yes
- No

The participating A&CPs will have specific needs, according to their activity, in terms of working spaces, equipment, material, technical support, access to local organisations etc.

What does the host provide to A&CPs for the development of the artistic and cultural project?

Does the host provide accommodation for A&CPs within its own premises?*

- Yes
- No

Please give more details about the accommodation you provide* (E.g. facilities available for the participating A&CPs' use -kitchen, common areas-, distance from the work spaces, criteria for selection of the accommodation if not within the residency's premises etc.)

Are the host's premises and the accommodation accessible to people with disabilities?

- Yes
- No

What can the host provide to best accommodate participating A&CPs with disabilities (e.g. trained staff, equipment, etc.)?

Selection procedure of hosted Artists & Cultural Professionals

Is there a standard procedure in place for selecting participating A&CPs?*

- Open call (periodical, ongoing basis)
- Specific call (for the project presented in this application)
- Nomination/direct invitation
- Other

If other, please specify*

Please explain the procedure and the selection criteria.

Does the selection procedure ensure accessibility and equal opportunity of A&CPs? Please explain how.*

The Culture Moves Europe team will organise Match-Making Sessions to help selected hosts find participants for their residency project. In these online sessions, selected hosts can present their residency project and the services provided by the legal entity to an audience of artists and cultural professionals interested in participating in residencies.

Would you be interested in participating in the Match-Making Sessions that will take place, online, during April 2024 (exact date to be confirmed)?

- Yes
- No

Collaborative environment

The mentor(s) (person of reference for the hosted A&CPs providing professional support, including guidance, feedback etc. for the project) is/are:

- Part of the applicant host team/staff
- External collaborator

What type of mentoring activities are planned?*

1000 characters left

Please describe the project schedule (frequency and type of activities) and indicate your plan to support the collaboration between the hosted A&CPs and the host.

1000 characters left

Other information

OTHER INFORMATION

Did the applicant host already receive financial support from the pilot mobility scheme, i-Portunus?

- YES
- NO

If yes, please note that the application is eligible for the Cultural Moves Europe mobility grant. However, new applicants will be prioritised.

Did the applicant host already apply to the Call for Residency Hosts in Spring 2023, but not receive financial support?

- Yes
- No

Your answer is needed for statistical purposes.

Did the applicant host already receive financial support from the previous Call for Residency Hosts in Spring 2023?

- Yes
- No

If yes, please note that you are eligible for the Cultural Moves Europe mobility grant. However, new applicants will be prioritised.

Please confirm that the applicant is not currently receiving financial support from another European Union programme:

- The host is not receiving funding from another European Union programme for the travel for the same project, same date and same purpose.*
- The host is not receiving funding from another European Union programme for accommodation for the same project, same date and same purpose.*
- The host is not receiving funding from another European Union programme for subsistence for the same project, same date and same purpose.*

If you are currently receiving additional financial support from another European programme for the same project, same date and same purpose, please note that you are not eligible for the Cultural Moves Europe mobility grant.

Documents to upload

Please note: Only pdf-files are allowed to be uploaded and can be saved.

Proof of the legal entity of the Residency Host as registered and based in one of the Creative Europe countries (1 PDF)*

Any document proving that the Residency Host is legally registered and based in one of the Creative Europe countries (e.g. valid registration extract, decision that establishes the entity as a public body, official document attesting the legal entity).

The document can be in any of the official languages in the European Union. An explanatory note in English may be requested.

Artistic and creative portfolio, description, statement or information flyer presenting the Residency Host and its artistic and cultural activities (1 PDF, in English language)*

Curriculum vitae, artistic and creative portfolio or biography of the mentor(s) (1 PDF per person, in English language)*

The Curriculum vitae presents the education and professional experience of the person in relation to mentoring A&CPs etc.

One relevant link to the Residency Host activities*

Declaration of Honour

I, the undersigned, hereby declare that I have read the Culture Moves Europe Call for Residency Hosts and that I agree with all of the terms, conditions and requirements contained in it.

I confirm that the legal entity I represent meets the following eligibility requirements:

- Is a legal entity registered as a: private organisation, public body (local, regional, national), not-for-profit organisation, foundation, legal person who can run a residency in their studio/work space;
- Is legally registered and based in one of the following countries: Albania, Armenia, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo⁶, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Tunisia, Ukraine or in one of their Overseas Countries and Territories and Outermost Regions (OCT and OR).

I further confirm, that:

- I am not working for the Goethe-Institut or the European Commission;
- My legal entity has prepared this application without direct involvement of the staff responsible for the selection process;
- To the best of my knowledge no actual, potential, or perceived conflict of interest* exists.

*A conflict of interest exists where the 'impartial and objective exercise of the functions of a financial actor or other person' involved in budget implementation 'is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other direct or indirect personal interest.

- In case of multiples submissions with different funding organisations, my legal entity will declare immediately any other such funding that it will receive for the implementation of the action subject to this application;
- The EU has not imposed restrictive measures against my legal entity;
- My legal entity has not been previously excluded from EU funded projects or subject to financial penalty by the European Union;
- My legal entity will pay all required taxes due on any mobility support it receives and that it understands that this may include double taxation, as explained on [this web page](#);
- My legal entity undertakes to notify the Goethe-Institut immediately of any changes regarding its application and participation in the programme;
- I have completed the application form in good faith, and to the best of my knowledge, all information included in my application is true and complies with EU values.

Data Protection Declaration

INFORMATION ABOUT DATA PROTECTION FOR APPLICATIONS

to the **Open Call for Culture Moves Europe mobility grants** implemented by the Goethe-Institut.

We, the Goethe-Institut e.V., Oskar-von-Miller-Ring 18, 80333 Munich, Germany, would like to inform you which personal data (in short: "data") we process when you submit an application to us via online form. We would also like to inform you about the rights you are entitled to.

⁶ 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.

You can contact our data protection officer at the above postal address with the addition "data protection officer" or by E-mail at datenschutz@goethe.de.

1. WHICH DATA IS PROCESSED?

When you submit an application, we store and process the following data about you and the other partners involved in the application:

2. FOR WHAT PURPOSE IS THE DATA PROCESSED?

This data is processed to evaluate your application and - insofar as a contract is concluded - also to fulfil the contract on the legal basis of art. 6 para. 1 sentence 1 lit. b) GDPR.

3. WHO GETS ACCESS TO THE DATA?

Internally, the data is processed by the Culture Moves Europe project team and the "Cooperation and Third Party Funding"-unit. If necessary, the data is passed on to Goethe-Instituts in Germany and Goethe-Instituts in other countries worldwide as well as the EU as donor. In addition, all members of the respective jury, who decide on applications, receive temporary and limited access to the data.

Your data may also be transmitted to Goethe-Instituts, which have their registered office outside the European Union (EU) or the European Economic Area (EEA). If your data leaves the EU/EEA, we ensure an adequate level of data protection for the transfer to these third countries by concluding EU standard data protection clauses with the Goethe-Instituts located there. These EU standard data protection clauses have been issued by the European Commission for this purpose. You can obtain a copy of this agreement from us upon request. Please contact the above mentioned contact details.

We make use of external IT service providers who can access your data in this respect for the operation and maintenance of our technical systems on which the data is stored. We carefully select and commission these service providers in writing. They are strictly bound by our instructions and are regularly checked by us.

Otherwise, your data will only be passed on to other third parties, if we are legally obliged to do so.

4. HOW LONG IS THE DATA STORED?

We store the data of successful applicants for 10 years. The data of unsuccessful applicants is stored for 3 years. If no new application has been submitted after this time, your data will be deleted unless you or your ensemble expressly request longer storage of the data.

Of course you can also request an early deletion of your data. Please contact kad@goethe.de

5. YOUR RIGHTS

You have the right to request a confirmation whether personal data relating to you is processed; if this is the case, you have a **right of access to this personal data and the information** specified in art. 15 GDPR.

You have the right to request us to **correct any incorrect personal data** concerning you and, if necessary, to **complete incomplete personal data** without delay (art. 16 GDPR).

You have the right to request us to delete personal data relating to you immediately if one of the reasons listed in art. 17 GDPR applies, e.g. if the data is no longer required for the purposes pursued (**right to erasure**).

You have the right to request us to **restrict processing** if one of the conditions listed in art. 18 GDPR is met, e.g. if you have filed an objection to the processing, for the duration of our examination.

You have the right to receive the data concerning you, which you have provided to us, in a structured, common and machine-readable format. You can also transfer this data to other locations or have it transferred by us (**right to data portability**).

To exercise your rights, please contact: datenschutz@goethe.de.

Without prejudice to any other administrative or judicial remedy, you have the **right of appeal to a supervisory authority** if you believe that the processing of your personal data is contrary to the GDPR (art. 77 GDPR). In Germany, the competent supervisory authority is: The Federal Commissioner for Data Protection and Freedom of Information, Husarenstr. 30, 53117 Bonn, www.bfdi.bund.de.

You can also lodge your complaint with any other data protection authority. It will then be forwarded to the responsible supervisory authority.

If processing your application involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Details concerning the processing of your personal data are available on the privacy statement at: <https://ec.europa.eu/dpo-register/detail/DPR-EC-05067>

Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 136 of the Financial Regulation. For more information, see the Privacy Statement on

http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_edes_en.pdf

I acknowledge and agree that Culture Moves Europe will make use of my personal data as well as of the images and videos from my project for statistical and communication purposes.

October 2022
Goethe-Institut e.V.

- I have read the Data Protection Declaration and I agree to the processing of the data
- I certify that all information provided is correct. I know that false statements can lead to rejection or if applicable termination of contract.

Your feedback

How did you learn about this call?

- Social media (Facebook, Instagram, Twitter, LinkedIn)
- Family/ friends
- Culture Moves Europe website
- Newsletter
- Press article
- Creative Europe Desk
- Other

If other, please specify

How difficult was it to complete this application form?*

- Drop down list with
1. (Very easy)
 2. (Easy)
 3. (Normal)
 4. (Difficult)
 5. (Very difficult)

How long did it take to complete this application?*

Drop down list with

1. 0 to 30 minutes
2. 30 minutes to 2 hours
3. 2 hours to 5 hours
4. More than 5 hours

Do you have a clear understanding of the selection procedure and the selection criteria?*

- YES
- NO

If NO, why not?

Open text

template