ANNEXES

CALL FOR PROPOSALS

MOBILITY GRANTS

**For Artists and
Culture Professionals**

AFRICA-EUROPE PARTNERSHIPS FOR CULTURE

SUB-SAHARAN AFRICA

Implemented by: **GOETHE INSTITUT**

ANNEX I:
ELIGIBLE COUNTRIES

Sub-Saharan African Countries:

- Angola
- Benin
- Botswana
- Burkina Faso
- Burundi
- Cabo Verde
- Cameroon
- Central African Republic
- Chad
- Comoros
- Democratic Republic of Congo
- Republic of Congo
- Côte d'Ivoire
- Djibouti
- Equatorial Guinea
- Eritrea
- Eswatini
- Ethiopia
- Gabon
- Gambia
- Ghana
- Guinea
- Guinea-Bissau
- Kenya
- Lesotho
- Liberia
- Madagascar
- Malawi
- Mali
- Mauritius
- Mozambique
- Namibia
- Niger
- Nigeria
- Rwanda
- São Tomé and Príncipe
- Senegal
- Seychelles
- Sierra Leone
- Somalia
- South Africa
- South Sudan
- Tanzania
- Togo
- Uganda
- Zambia
- Zimbabwe

Non-Eligible African Countries:
Algeria, Egypt, Libya, Morocco, Tunisia

European Union Member States:

- Austria
- Belgium
- Bulgaria
- Croatia
- Cyprus
- Czech Republic
- Denmark
- Estonia
- Finland
- France
- Germany
- Greece
- Hungary
- Ireland
- Italy
- Latvia
- Lithuania
- Luxembourg
- Malta
- Netherlands
- Poland
- Portugal
- Romania
- Slovakia
- Slovenia
- Spain
- Sweden

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ANNEX II: LUMP SUM RATES

B. ACCOMMODATION (Lump Sum Rates)

LOCATION TYPE	RATE (per night)	PER DIEM (per day)	CURRENCY
Sub-Saharan Africa	€ 70	€25	EUR
European Union	€ 141	€49	EUR

Subtotal Accommodation

Rate Application Rules:

Accommodation Lump Sum:

- Covers lodging costs only
- Applied per night of stay
- No receipts required for reimbursement
- Rate applies regardless of actual accommodation cost
- Includes hotels, guesthouses, or alternative accommodation

Per Diem Lump Sum

- Covers meals and incidental expenses
- Applied per day of mobility (including travel days)
- No receipts required for reimbursement
- Rate applies regardless of actual expenses
- Calculated from departure day to return day inclusive
- Travel Days Calculation

Travel Days Calculation

For Physical Mobility:

- Day of departure counts as Day 1
- Day of return counts as final day
- Per diem applies to all days including travel days
- Accommodation applies to all nights away from home base

For Digital Mobility:

- Connectivity packages calculated by calendar month
- No accommodation or per diem rates apply
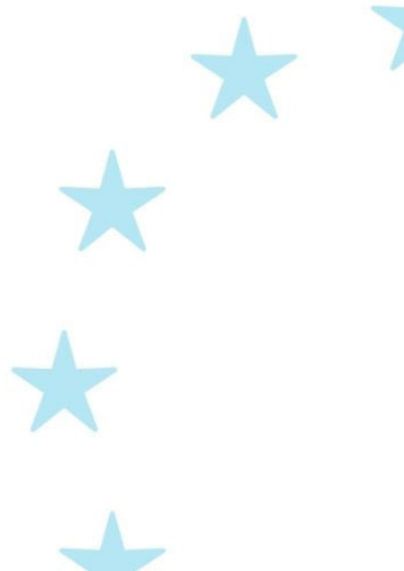- Equipment rental calculated by actual usage days

Special Circumstances

Extended Stays:

- Rates apply for maximum 90 days per mobility
- Extended stays beyond 90 days require special justification
- Weekly/monthly rates may apply for stays over 30 days

Multi- Country Mobilities:

- Rates applied based on primary destination

ANNEX III: REQUIRED DOCUMENTS CHECKLIST

Mandatory Documents

Completed Online Application Form

- All sections completed in English

- All mandatory fields filled

- Declaration of Honour signed

Portfolio/ Work Samples

- Option A: File upload (max 10MB, PDF/JPEG/PNG)

- Option B: Online portfolio links (recommended)

- Portfolio description (200-500 characters)

CV/ Biography

- Option A: File upload (max 10MB, PDF/Word)

- Option B: Professional profile links (LinkedIn, etc.)

- CV summary if using links (300-600 characters)

Letter of Invitation/Support

- From host organisation or collaborator

- Must be from destination country

- PDF format, max 10MB

Project Timeline/ Schedule

- Detailed schedule of planned activities

- PDF or Word format, max 10MB

- Must align with proposed mobility dates

Valid Identity Documents

- Passport or national ID
- PDF or JPEG format, max 10MB
- Must be valid for intended travel period

Detailed Budget Breakdown

- Using template in Annex II
- All calculations verified
- Co-funding sources declared

Optional Documents

Additional Portfolio Links

- Up to 3 additional online links
- Must be publicly accessible
- Should remain active throughout selection process

Letters of Support

- From additional partners or references
- PDF format, max 5MB each
- Maximum 3 letters

Previous Collaboration Documentation

- Evidence of past partnerships
- Relevant to proposed mobility
- PDF format, max 5MB total
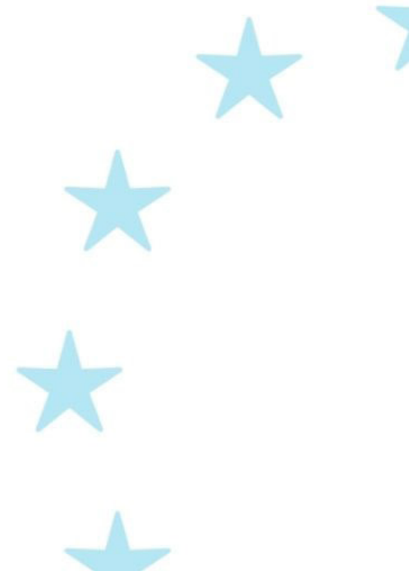
Document Quality Requirement

Language Requirements

- All documents in English OR

- Original language + certified English translation

- Translation certificates must be included

- English version legally binding

Technical Specifications:

File size limits strictly enforced
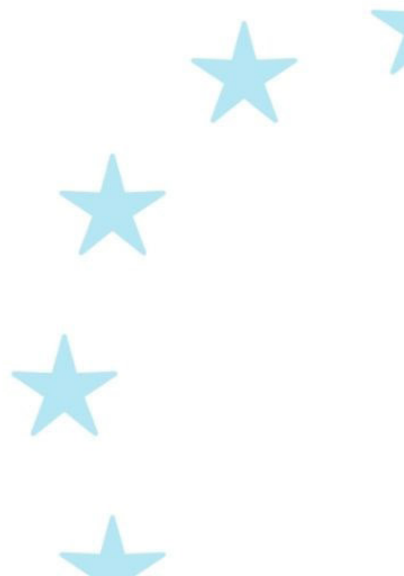
Accepted formats: PDF, JPEG, PNG, Word

Files must be readable and complete

Links must be publicly accessible

Content Requirements:

- All documents must be current and relevant

- Information must be consistent across documents

- Supporting documents must align with application

ANNEX IV: FREQUENTLY ASKED QUESTIONS (FAQ)

A. GENERAL QUESTIONS

Q1: Who can apply for mobility grants? A: Artists and culture professionals aged 18+ from Sub-Saharan Africa or EU, working in visual arts, performing arts, music, literature, film, media arts, cultural heritage, design, architecture, or fashion design.

Q2: What is the maximum grant amount?

A: €4,000 per mobility grant.

Q3: How many grants are available?

A: Up to 195 grants over the entire programme period (2025-2028).

Q4: Can I apply multiple times?

A: Yes, but each application must be for a different mobility project. You cannot receive funding for the same project twice.

B. ELIGIBILITY QUESTIONS

Q5: I'm an EU citizen working in Africa - can I apply?

A: Yes, if you're currently based in Sub-Saharan Africa and meet other eligibility criteria.

Q6: I'm African but currently studying in Europe - am I eligible?

A: Yes, if you're currently based in the EU and can demonstrate existing links to the African region.

Q7: Can organisations apply?

A: No, this scheme supports individual artists and culture professionals. Organisations may apply for other Work Packages.

Q8: What does "established connections" in destination country mean?

A: You must have confirmed invitations, planned collaborations, or demonstrated partnerships in your destination country.

C. APPLICATION PROCESS

Q9: What are the cut-off dates?

A: Quarterly cut-offs: 15 December 2025, 15 March 2026, 15 June 2026, 15 September 2026, 15 December 2026, 15 March 2027, 15 June 2027, and final cut-off 15 September 2027.

Q10: Can I save my application and return later?

A: Yes, you can save drafts in GAP Portal. However, once submitted, no changes are possible.

Q11: What language should I use?

A: All applications must be in English. Documents in other languages require certified English translations.

Q12: How long does the evaluation take?

A: 6-8 weeks for evaluation, with results notified within 10 weeks of cut-off.

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D. BUDGET AND FUNDING

Q13: Do lump sum rates cover all expenses?

A: Lump sums cover accommodation and per diem. Other costs (travel, visa, insurance) are reimbursed based on actual expenses.

Q14: Can I have other funding sources?

A: Yes, but you must declare all other funding sources. Total funding cannot exceed actual project costs.

Q15: How are payments made?

A: 60% upon grant agreement signature, 40% upon completion and final report submission.

Q16: What if my actual costs are higher than lump sum rates?

A: Lump sum rates are fixed regardless of actual costs. Plan your budget accordingly.

E. MOBILITY TYPES

Q17: What is digital mobility?

A: Online collaborations, virtual residencies, digital cultural exchanges that don't require physical travel.

Q18: Can I combine physical and digital elements?

A: Yes, hybrid mobilities combining physical travel and digital components are supported.

Q19: How long can my mobility be?

A: From 1 day to 90 days maximum per mobility grant.

F. REPORTING AND OBLIGATIONS

Q21: What reporting is required?

A: Interim reports for mobilities >30 days, final reports within 30 days of completion, financial reports with supporting documents.

Q22: Are there visibility requirements?

A: Yes, you must acknowledge EU funding in all communications and participate in programme visibility activities.

Q23: What if I need to change my mobility dates?

A: Contact GAP Portal immediately. Changes may be possible depending on circumstances and grant agreement terms.

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G. TECHNICAL SUPPORT

Q24: I'm having trouble with the GAP Portal - who can help?
A: Use the GAP Portal help system or messaging function. For general inquiries**: eup-ssa@ goethe.de**

Q25: Can I get help with translation?
A: Translation support is available for applicants. Contact through GAP Portal for assistance.

Q26: What if my documents exceed file size limits?
A: Use online portfolio links instead of file uploads, or compress files. Contact technical support if problems persist.

H. SELECTION CRITERIA

Q27: How are applications evaluated?
A: Based on Artistic Quality (25%), Relevance (25%), Preparation Quality (20%), Long-term Impact (20%), and Technical Capacity (10%).

Q28: Is there geographic balance in selection?
A: Yes, final selection ensures geographic diversity, gender equality (50% target), and inclusion of underrepresented groups.

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