

ASG Application and Selection Procedure / Glossary

Note that **II.1** at the end of each heading refers to the relevant chapter in the official *Programme Guide*

1. Making an Application **II.1**

On-line application system: Strands 1.1, 1.2.1/2, 1.3.5 and 2

For strands 1.1, 1.2.1, 1.3.5 and 2 an online application system has been set up. Proposals must be submitted by the deadline set for each of these *strands*, 12.00 CEST (see the calendar in *InfoSheet ALL*), using the online application form, which is accessible on the website of the Executive Agency. In addition, the application package must be sent by surface mail by the deadline (date as postmark). The application package has to include the paper copy of the online application form as well as the relevant mandatory annexes. Application packages are not returned at the end of the selection procedure.

Paper application form only: Strands 1.3.6 and 3.2

For Strands 1.3.6 and 3.2, the online application form is not available. The paper application form must be used. The paper application form must be downloaded from the website of the Agency and sent together with the related annexes by the deadline for Strand 1.3.6 and 3.2 (date as postmark) to the Agency by surface mail.

For all strands

The application packages (strands for which there is an online application system) or the paper application form (strands 1.3.6 and 3.2 only) must be sent by post (date as postmark), by express courier service (as proved by the registered delivery receipt of the mail service), or delivered in person, by applicants themselves not later than 16.00 on the set deadline. In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the central mail department who took delivery. This department is open from 08.00 to 17.00 from Monday to Thursday and from 08.00 to 16.00 on Friday; it is closed on Saturdays, Sundays and Commission holidays.

No changes to the dossier can be made after the deadline for the submission of applications. However, if there is a need to clarify certain aspects, the Executive Agency may contact the applicant for this purpose.

Address to which the proposals must be sent (or delivered in person):

Education, Audiovisual & Culture Executive Agency
Culture Programme (2007–2013)
Programme Strand _____ → [please indicate here strand number to which you are applying]
Avenue du Bourget 1
(BOUR 04/13)
B – 1140 Brussels, Belgium

2. Selection Procedure **II.2**

The award of EU grants is subject to the principles of transparency, equal treatment and non-discrimination. On this premise, specific sets of criteria have been defined with a view to ensuring a transparent selection procedure (i.e. *eligibility criteria, exclusion criteria, selection criteria, award criteria*). Throughout the

selection procedure, information about the outcome of individual applications may not be given.

Proposals are assessed according to a general procedure, which is completed through the following steps.

3. Eligibility Criteria **II.2.1**

Proposals are first assessed to ensure that they fully comply with the general eligibility criteria that apply to all strands of the Programme of the Programme, as well as the specific eligibility criteria applicable to each *strand*.

General Eligibility **II.2.1.2**

The Programme is open to the participation of all categories of cultural operators, insofar as the organisations are acting in a non-profit-making capacity. Audiovisual cultural industries and activities (including film festivals), already covered by the MEDIA Programme, are not eligible under the Culture Programme. However, organisations having their main activity in the audiovisual sector and acting in a non-profit-making capacity are eligible under strand 2 of the Culture Programme, category "Networks", as no such support exists under the MEDIA Programme.

Specific Eligibility Criteria **II.2.1.3**

All proposals are eligible if:

- They fulfil the eligibility criteria and the conditions of the specific Programme *strand* for which it is submitted
- They are written in one of the official languages¹ of the European Union.
NB. However, for the purpose of speeding up the assessment procedure (and with no prejudice whatsoever to the assessment itself), it is recommended that applications be submitted in one of the three working languages of the Commission (English, French or German).
- the application package contains the signed requested attachments (original signatures of the person authorised to enter into legally binding commitment on behalf of the applicant organisations), an official cover letter, the printed online application form, all annexes to the application form and the requested supporting documents; proposals that are not complete and valid (i.e. original documents missing) by the prescribed submission deadline are not eligible.

A proposal for **all strands except 1.3.6 and 3.2** is eligible if:

- It is submitted using the online application form (e-form),
- it is submitted online and the application package is sent by surface mail no later than the deadline for submission of proposals shown in the Calendar as per *Info-Sheet ALL* (date as postmark or mail service stamp); proposals sent by fax or e-mail are not eligible;

A proposal for **strands 1.3.6 and 3.2** is eligible if:

- it is submitted using the official application form, duly completed and signed as required (original signatures of the

¹ http://europa.eu/abc/european_countries/languages/index_en.htm

person authorised to enter into legally binding commitment on behalf of the applicant organisations); handwritten proposals are not eligible;

- it is sent by the deadline of submission of proposals set in the Calendar as per **Info-Sheet ALL** (date as postmark or mail service stamp); proposals sent by fax or e-mail are not eligible

If any of the above conditions are not met by the set deadline of submission of proposals, the application is considered ineligible and is thus excluded from the selection process.

The Executive Agency reserves the right to reject any incomplete proposal.

4. Legal Status **II.2.1.4**

In order to demonstrate that their legal status is eligible, applicants must provide the following documents together with the application form:

For legal entities governed by public law

- the Legal Entity identification form* duly completed and signed
- a copy of the official document attesting to the establishment of the public-law entity, such as the legal instrument, statutory decree or decision

For legal entities governed by private law

- the Legal Entity identification form* duly completed and signed
- a copy of the official document attesting to the establishment of the private-law entity, such as official journal or trade register (this document must show the name, address and registration number of the private-law entity)
- a copy of the certificate of liability to VAT (in countries where the trade register number and the VAT number are identical, only one of these documents is required)
- articles of association

EXTRA NOTE FROM UK CCP:

This is based on European definitions rather than UK ones:

- **Public:** this is **only** bodies such as local authorities, universities & government departments – i.e. clearly funded by public funds “as of right” (i.e. it is unlikely they would lose their government funds)
- **Private:** **this covers all organisations except those listed under public above (i.e. small subsidised companies are “private”)**

Therefore, the chances are that most applicants (including subsidised non-profit bodies) will be classified as “private”.

* Legal Entity identification forms may be downloaded at the following address:

http://www.ec.europa.eu/budget/execution/legal_entities_en.htm

5. Exclusion Criteria **II.2.2**

Applicants must state that they are not in any of the situations described in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation applicable to the general budget of the EU (hereafter “the Financial Regulation”) set out below.

Applicants are excluded from participating in the Programme if they are in any of the following situations:

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal

organisation or any other illegal activity detrimental to the EU financial interests;

they are subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation.

Applicants cannot be granted financial support if, on the date of the grant award procedure, they:

- are subject to a *conflict of interests*
- are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure, or fail to supply this information;
- find themselves in one of the situations of exclusion, referred to in Article 93(1) of the Financial Regulation, for this grant award procedure;
- and they are subject to the penalty consisting in the exclusion from contracts and grants financed by the budget for a maximum period of ten years.

In accordance with Articles from 93 to 96 of the Financial Regulation, administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous contract award procedure.

By signing their application, applicants certify that they are not in any of the situations referred to in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation.

6. Selection Criteria

6.1 Operational and Financial Capacity **II.2.3.1**

Proposals which comply with the eligibility and exclusion criteria are subject to an in-depth evaluation on the basis of the *operational* and *financial capacity* of the applicant organisations.

This makes it possible to assess whether:

- the applicant organisations have the professional competences and qualifications to complete the proposed activities (*operational capacity*).

For that purpose, applicants must submit:

- a) an **activity report** covering the past two years (approximately ten pages per activity report)²;
- b) the **curriculum vitae** of the person(s) responsible for the overall coordination/implementation of the proposed action on behalf of each organisation involved or for the implementation of the work Programme of the organisation (maximum four pages per curriculum vitae).

- the applicant organisations have stable and sufficient financial resources to maintain the proposed activities throughout the duration of the project or the year for which the grant is awarded, and to participate in their funding (*financial capacity*).

For that purpose, applicants must submit:

- a) the **Financial Identification form** duly completed and certified by the bank (original signatures required).

This document can be downloaded at the following address:

http://ec.europa.eu/budget/execution/ftiers_en.htm

- b) the **Financial Capacity form** for their country.

This document can be downloaded at the following address:

http://eacea.ec.europa.eu/culture/index_en.htm

- c) for applications for **action grants exceeding EUR 25 000** or for applications for **operational grants, profit and loss accounts** together with the **balance sheets** for the last *financial year* for which the accounts have been closed (and not older than 18 months).

The last two requirements do not apply to *public organisations* and international organisations under public law established by inter-governmental agreements and specialist agencies created by such organisations.

² Applicants are recommended to submit a summary in English, French or German for the purpose of speeding up its assessment, in case the activity report is in another official language of the European Union.

6.2 External Audit Report **II.2.3.2**

Grant for projects (Strand 1)

If the requested EU grant is EUR 500.000 or more, the application must be accompanied by an audit report produced by an approved external auditor, certifying the accounts for the last available year (these should not in any circumstances be more than 18 months old). This applies to the applicant's (*coordinator*) accounts only (balance sheet and profit & loss account).

Operating grants (Strand 2)

If the amount of the requested operating grant is EUR 100 000 or more, the application must also be accompanied by an audit report produced by a registered independent external auditor, certifying the accounts for the last available year (these should not in any circumstances be more than 18 months old).

NB. This requirement does not apply to public organisations and international organisations under public law, to establishments of secondary or higher education establishments, or in the case of agreements involving several beneficiaries, to beneficiaries with joint and several liability.

7. Award Criteria **II.2.4**

The *award criteria* form the basis for assessing the artistic and cultural quality of the proposals in relation to the general and specific objectives of the Programme as well as the focus and characteristics of each *strand*. The *award criteria* are defined for each *strand* (see *Info-Sheets PROJ, L&F and ST2*).

Eligible proposals are assessed by an *evaluation committee*. The *evaluation committee* is composed of Executive Agency and Commission officials and is assisted by independent experts from the countries taking part in the programme³.

The *evaluation committee* makes a proposal for the distribution of the grants. It proposes a list of organisations or projects meriting a grant based on their assessment score and of the available budgetary resources.

8. Consultation of the Programme Committee / Euro Parliament **II.3**

In the case of **projects relating to Strand 1.1**, the list of co-financing proposals is submitted to the *Programme Committee*, composed of representatives of the *eligible countries*, for their opinion and is, subsequently, transmitted to the European Parliament so that the latter can exercise its *right of scrutiny*. This consultation process takes a minimum of six weeks.

9. Award of Grant **II.4**

Up to the limits of funds available, eligible proposals with the highest score receive a grant. Only after completion of the procedure mentioned above, is the selection process finalised and can the list of proposals selected for co-financing be published. Selected applicants receive a *Grant Agreement / Grant Decision* quoting the amount of the EU grant awarded and setting out the conditions under which the grant is awarded.

10. Publication of Results **II.5**

The list of selected proposals is published on the Executive Agency's website: http://eacea.ec.europa.eu/culture/index_en.htm

Unsuccessful applicants receive a letter stating the score of their proposal and the reasons why their application was not selected.

Glossary of Key Words **IX**

NB. Entries are presented in alphabetical order.

Associated Partner: a cultural operator from a country taking part in the Programme or from a *Third Country* who participates in the implementation of the proposed activities of a project, but not to the extent and level of participation of a *co-organisier*. Costs incurred by associated partners are not eligible, unless they are directly paid or refunded by the *coordinator* and/or *co-organisiers*.

Award criteria: these criteria form the basis for assessing the quality of the proposals with regard to the objectives and requirements set out for each Programme strand. They comprise both quality and quantity elements, each of which is assigned a specific weight.

Bank account: this is the *beneficiary's* bank account or sub-account, denominated in EUR, through which any payments linked to the action shall be made. The Executive Agency will create a file with details of this bank account or sub-account based on the *Financial Identification Form* supplied by the coordinator.

Beneficiary: the organisation legally responsible for the implementation of the action and recipient of the grant.

Budgetary authority: the European Council and the European Parliament establish the budget of the European Union on the basis of a proposal from the European Commission.

Call for proposals: this is one of the means of implementing Community programmes. A call for proposals is published annually and specifies a number of elements: the objectives pursued and the annual budget allocated to the type of action concerned, the *eligibility, exclusion, selection and award criteria*, as well as the relevant supporting documents to be submitted, conditions for obtaining funding from the European Union, conditions for the submission of proposals, possible start-up dates for co-financed actions and the timetable for the award procedure. Calls for proposals are published on the website of the Institutions of the European Union and in the Official Journal of the European Union. This Programme Guide contains the individual calls for proposals for the strands referred to in Part Two.

Certificate on final financial statements: for strands 1.1, 1.2.1, 1.3.5 and 1.3.6, the final financial statements (annex III and the list of invoices) have to be certified by a registered and independent external auditor or, in the case of public bodies, by a competent and independent public officer. The certificate shall be attached to the request for final payment submitted by the beneficiary and shall certify: "The costs declared by the beneficiary/co-beneficiary in the financial statements on which the request for payment is based are real, accurately recorded and eligible in accordance with the terms of the Grant Agreement". **April 2010 89**

Conflict of interests: according to the Financial Regulation (Article 52), 1. All financial actors and any other person involved in budget implementation, management, audit or control shall be prohibited from taking any action which may bring their own interests into conflict with those of the Communities. Should such a case arise, the person in question must refrain from such actions and refer the matter to the competent authority. 2. There is a conflict of interests where the impartial and objective exercise of the functions of a financial actor or other person, as referred to in paragraph 1, is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with the *beneficiary*.

Contribution in kind: A contribution in kind is any contribution made by a third party which is not paid by the *beneficiary* and the *co-organisiers* (ie costs which are not recorded in the accountancy of the co-ordinator and/or co-organisiers for strands 1.1, 1.2.1, 1.3.5, 1.3.6 and 3.2) / beneficiary of the grant agreement for the other strands). It may be contributions in the form of durable capital goods and equipment, raw materials, unpaid charity work by a private individual or corporate body, or staff seconded from another organisation (other than the *coordinator/co-organisiers* or the *beneficiary* organisation) receiving remuneration from the organisation of origin. Contributions in kind shall not constitute eligible costs.

Cooperation agreement: this refers to Multi-annual cooperation projects (Strand 1.1) and Cooperation projects with *Third Countries* (Strand 1.3.5) only. These projects must be based on a *cooperation agreement*, i.e. a common document having a legal form valid in one of the countries taking part in the project and signed by the relevant *coordinator* and *co-organisiers* and by the partner or *partners in the third country* and attached to the application. This document describes precisely the objectives of the project, the activities which will be implemented in order to achieve these objectives and the role of each *co-organisier* (including the *coordinator*) in the design and implementation of the project, as well as the amount of their financial contribution.

Coordinator (beneficiary): a cultural operator from a country taking part in the Programme, who performs a coordinating role during the implementation of the project. This role is translated into an overall responsibility for carrying out the activities in accordance with the *Grant Agreement/Grant Decision*, as well as a concrete and essential involvement in the design, implementation and financing of the project. The *coordinator* acts as the legal co-signatory of the *Grant Agreement*.

Co-organisier: a cultural operator from a country taking part in the Programme with a concrete and essential involvement in the design, implementation and financing of the project. The involvement of each *co-organisier* must be clearly indicated in the application form. Sole delivery of either services or goods with respect to the project, whether on a contractual basis or not, is not considered in-line with the definition of *co-organisier*.

Depreciation of equipment: in the event of the purchase of equipment used for the purposes of the project or the co-financed annual work programme, depreciation **April 2010 90** shall be applied. Only depreciation during the *eligibility period*, as defined in the *Grant Agreement*, is an eligible *direct cost*, to the extent that the equipment is specifically used for the project or in relation to the activities of the work programme co-financed. The depreciation rules to be applied are the national tax and accounting rules of the *beneficiary* organisation.

Direct costs: eligible direct costs are those costs which can be identified as specific costs directly linked to the implementation of the project or the work programme and which can therefore be booked to it directly.

Eligible budget: the budget of a proposal must be in EUR and consist of two parts: the estimated costs eligible for funding by the European Union and the estimated income (including the requested grant). The budget must be always in balance (expenditure = income). It must be presented in accordance with the model attached to the application form for each *strand*.

Eligible costs: necessary, specific and reasonable expenditure incurred by the *beneficiary/co-organisiers* in implementing the co-financed action or by

³ The independent experts are selected on the basis of an open call for expression of interest.

the *beneficiary* organisation in implementing the activities defined in its annual work programme. It must be recorded in the accounts in accordance with the applicable accounting principles. The internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action with the corresponding accounting statements and supporting documents.

Eligibility criteria: the eligibility criteria are set out for each Programme *strand* and are verified during the first step of the selection process of submitted proposals. Only proposals which comply with the corresponding eligibility criteria are subject to an in-depth assessment on the basis of *selection and award criteria*.

Eligibility period: the period during which *eligible costs* must be generated, that is costs which are necessary for the implementation of the action or the co-financed work programme and give rise to an obligation to pay. The period of eligibility is stipulated in the *Grant Agreement/Grant Decision*.

Exclusion criteria: these criteria are of a general nature and are pertinent to all applicants of grants awarded by the Commission. Applicants must certify that they comply with the provisions set out in Articles 93(1), 94 and 96(2) (a) of the Financial Regulation.

External audit: When submitting an application: if the requested grant amounts to EUR 500 000 or more in the case of a project grant or EUR 100 000 in the case of an operating grant, the application must be accompanied by an external audit report produced by an approved auditor. This must include certified audited accounts of the last *financial year* available (not older than 18 months). The following are exempted from this obligation: *public organisations* in line with the definition of this Programme Guide; international organisations under public law; secondary or higher education establishments; *beneficiaries* with joint and several liability (in case of *Grant Agreements/Grant Decisions* involving several beneficiaries). When submitting a request for payment: the financial accounts of the co-ordinator or beneficiary of the grant agreement (balance sheet and profit and loss accounts) of the last financial year have to be certified by a registered and independent external auditor or, in the case of public bodies, by a competent and independent public officer. The external audit report shall be attached to any request for payment (including further pre-financing payments) in the following cases: (a) grants for actions of EUR 750 000 (b) operating grants of EUR 100 000 or more. For projects that do not belong to either of the above categories, only an audit certificate relating to the financial statements (annex III and list of invoices) is required.

Financial capacity of the applicant: this is one of the *selection criteria* which are assessed during the process for the selection of submitted proposals. Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out and to participate in its funding. In order to facilitate the verification of *financial capacity*, the Financial Capacity Form must be submitted. If an applicant's *financial capacity* is judged insufficient, the Executive Agency may reject the application, request additional information (for example a signed declaration from an associated partner confirming the amount of cofinancing), require a guarantee or propose a *Grant Agreement/Grant Decision* without pre-financing.

Financial Identification Form: the Executive Agency services cannot award a grant, nor can they authorise pre-financing of final payments, as long as the particulars of *beneficiaries* have not been recorded and centrally validated. For that purpose, applicants must submit a Financial Identification Form which would allow verification of the *bank account* associated with the *Grant Agreement/Grant Decision*. This form must be signed by the account holder and certified by the bank (i.e. official stamp of the bank and signature of a representative of the bank).

Financial year: the period covered by the annual accounts of an organisation, in most cases from 1 January until 31 December.

Flat rates: these are used to calculate the total amount of the grant in the case of operating grants (Strand 2) and literary-translation projects (Strand 1.2.2). Under this system, the grant is calculated on the basis of a fixed amount: e.g. a fixed amount per page or a fixed amount per staff member of an organisation.

Grant Agreement: funding of meritorious proposals by the European Union may take the form of a *Grant Agreement* between the Executive Agency and the *beneficiary*. The *Grant Agreement* sets out the terms and conditions governing the awarded grant and takes effect upon signature by the last of the two parties, i.e. the Executive Agency. It may be amended during the *eligibility period* of the action.

Grant Decision: funding of meritorious proposals by the European Union may take the form of a Grant Decision, which is signed unilaterally by the Executive Agency. **April 2010 92** The Grant Decision sets out the terms and conditions governing the awarded grant. It may be amended during the *eligibility period*.

Indirect costs (administrative/operating costs): these are *eligible costs* which are not identifiable as specific costs directly linked to the implementation of the action (i.e. cannot be booked to it directly), but which can be identified and justified as having been incurred in connection with the action. They may include costs such as rent, heating, electricity, gas, communication costs and postage.

Legal entity: to be eligible, applicants must be legal entities, i.e. private or public organisations with legal personality. To make it possible to ascertain whether applicants are legal entities, the *Legal Entity Form*, together with the appropriate supporting documents (i.e. articles of association or statutory decree) must be submitted.

Mandate: this is applicable to Multi-annual cooperation projects (Strand 1.1), cooperation projects (1.2.1), cooperation projects with Third Countries (1.3.5) and cooperation projects between organisations involved in cultural policy analysis (3.2). By virtue of the *Grant Agreement*, the *coordinator* has full responsibility for the action vis-à-vis the Executive Agency. Each *co-organiser* must sign this document by which the signatory grants power of attorney to the *coordinator* to act in their name and for their account during the implementation of the action. The co-organiser's financial

contribution to the project must be indicated in the mandate. The mandate must be attached to the application and is annexed to the *Grant Agreement*.

Operational capacity: this is one of the *selection criteria* which are assessed during the process for the selection of submitted proposals. Applicants must have the professional skills and qualifications required to complete the proposed action or work programme. To that effect, an *activity report* and the *curricula vitae* of the persons responsible for the implementation of the proposed work programme or action on behalf of each applicant organisation must be submitted as part of the application.

Partner in the selected Third Country (Strand 1.3.5): to be regarded as a partner in the selected *Third Country*, a cultural operator must have its legal registered seat in the selected *Third Country*, should participate in the design and implementation of the proposed activities and sign the *cooperation agreement*. Costs incurred by partner(s) in the *Third Country* are not eligible, unless they are directly paid or refunded by the *coordinator* and/or the *co-organisers*. The list of selected third countries for each year is published in the Executive Agency's website at least 4 months before the submission deadline.

Programme Committee: based on the decision establishing the Culture Programme, the Commission and the Executive Agency are assisted by a committee comprising representatives of the *countries taking part in the Programme* when drawing up the Programme (i.e. Programme Guide and the list of proposals selected for co-financing). This committee is kept informed or is invited to deliver its opinion on relevant proposals. **April 2010 93**

Public organisation: any body part of whose expenditure is automatically funded by the public treasury, whether from the central, regional or local-government budget. Such expenditure, in other words, is covered by public-sector funds raised by means of taxation, fines or commission payments regulated by law without the need for recourse to an application procedure which could be an obstacle to the acquisition of those funds. Organisations whose existence depends on public funding and which receive grants year after year but which are theoretically liable not to receive any funding in a given year are not regarded by the Agency as public organisations but as private organisations.

Ready reckoner: this facility is available for literary translation projects (Strand 1.2.2) and operating grants (Strand 2). It is included in the specific application forms and permits instant calculation of the applicable amounts.

Right of scrutiny: the European Parliament has a right of scrutiny over implementing measures falling under the co-decision procedure (i.e. decisions taken by the Council and Parliament on the basis of a proposal from the Commission). In order to exercise this right, Parliament has one month to examine a draft measure before the Commission takes the formal decision. The time limit starts as soon as the proposed implementing measure (i.e. list of proposals selected for co-financing) is transmitted to Parliament after consultation of the *Programme Committee*.

Selected third country: they are the target country/(ies) for Cultural Cooperation projects with Third countries (Strand 1.3.5). The project must involve at least one partner legally registered in that country and have activities taking place in that country (at least 50%). Every year one or more *Third Country/(ies)* is/are selected. The country(ies) selected each year are indicated on the website of the Executive Agency at the latest 4 months before the deadline for submission indicated in Chapter I.7

Selection criteria: these criteria serve as the basis for the assessment of the *operational capacity* and the *financial capacity* of applicant organisations to complete the proposed action or work programme (see also *Operational capacity* and *Financial capacity*).

Strand: specific action for which provision is made for co-financing by the European Union in the Culture Programme for 2007-2013.

Subcontracting (implementation contracts/awarding of procurement contracts): any services and/or goods provided for the proposed action or work programme by a party other than the applicant organisations and paid for or reimbursed in full by the applicant organisations, irrespective of the form of legal agreement made between them and the third party. Subcontracting parties must be listed in the application form, and the direct costs linked to the activities carried out by these parties must be clearly indicated in the budget. The total amount of procurement contracts shall not exceed on third of the grant awarded.

Third Country: any country other than the countries taking part in the Programme.

INFOSHEET PRODUCED BY

Visiting Arts

EU CULTURAL CONTACT POINT (CCP) IN THE UK

www.culturefund.eu

includes links to official EC / EACEA webpages

(to download full *Programme Guide* and *Application Forms*)

Register for the free **Alert** e-newsletter at the above website

Contact the UK CCP at Visiting Arts:

By **email** to info@culturefund.eu

By **phone** to **020 7960 9631**

If **outside the UK**, by **phone** to +44 20 7960 9631