

# **CREATIVE EUROPE**

## **Culture Sub-programme**

### **SUPPORT TO LITERARY TRANSLATION PROJECTS**

#### **GUIDELINES**

**March 2018**

**Calls for proposals EACEA 13/2018**

Please note that the standard grant agreement of the Agency is currently under revision due to the entry into force of the new Financial Regulation and its Rules of Application in 2018. For this reason the draft Grant Agreement, Grant decision, Framework Partnership Agreement and specific Agreement related to this call are published as an example and consequently the Agency reserves the right to introduce changes or additional details subject to the adoption of the final text of the Financial Regulation and Rules of Application. In this case the Agency will announce the changes as soon as possible and at the latest before the signature of the grant agreements.

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All the necessary documentation to apply, in particular the online application form (e-form) and the guide for applicants, can be found at:

[https://eacea.ec.europa.eu/creative-europe/funding/support-literary-translation-projects-2018\\_en](https://eacea.ec.europa.eu/creative-europe/funding/support-literary-translation-projects-2018_en)

## 1. INTRODUCTION

These guidelines are based on Regulation No 1295/2013 of the European Parliament and of the Council of 11 December 2013 establishing the Creative Europe Programme (2014-2020)<sup>1</sup> and the corrigendum of the 27/06/2014<sup>2</sup>.

They also take into account the priorities stemming from the policy cooperation established at European Union (hereafter "EU") level in the field of culture. The European Agenda for Culture<sup>3</sup>, that the European Commission issued in 2007, set for the first time a framework for cultural cooperation among EU Member States and between these and the Commission.

Based on that, the EU Council of Ministers adopted a Work Plan for Culture<sup>4</sup>, which sets out priorities for the period 2015-2018, seeking to address the key challenges faced by cultural organisations and SMEs in the creative and cultural sectors at national and EU level in an environment constantly marked by the effects of globalisation and digitisation.

Both the European Agenda for Culture and the Work Plan for Culture 2015-2018 help better define and understand the policy framework in which the Creative Europe Programme (hereafter "the Programme") operates and the ultimate objectives pursued through the funding opportunities it offers.

The European Commission is responsible for the implementation of the Programme and for the decision to grant individual EU funds. The Education, Audiovisual and Culture Executive Agency (hereafter "the Agency") manages the Culture and MEDIA Sub-programmes on behalf and under the control of the European Commission.

## 2. PROGRAMME PRIORITIES, OBJECTIVES, AND TARGETED PROJECTS

### 2.1. Creative Europe Programme priorities

According to the framework referred to under section 1 of these Guidelines, the Programme seeks to support projects working on and contributing to the agreed priorities; transnational mobility, audience development and capacity building (notably digitisation, new business models and education and training). These programme priorities are noted here below to explain the programme context in which all Creative Europe projects, including literary translation projects, operate. When submitting their applications through the online application system, applicants for literary translation projects must tick the one priority which is the most relevant to their project.

#### A) Transnational mobility

Transnational mobility is about mobility of artists and professionals as well as transnational circulation of cultural and creative works. Transnational mobility must be embedded in some sense in all projects under the Creative Europe Programme. Mobility is about results, not just a matter of travelling across borders. Literary translation projects shall take this programme priority into account when describing a strategy for the translation, distribution and promotion of the translated package of works of fiction. The strategy can be aimed at, for example, accessing new markets, creating network possibilities, building partnerships and contacts and reaching new and wider audiences.

<sup>1</sup> Regulation No 1295/2013 of the European Parliament and of the Council establishing the Creative Europe Programme was published in the Official Journal of the European Union on 20/12/2013 (OJ L 347, p. 221).

<sup>2</sup> Regulation No 1295/2013 published in the Official Journal of the European Union on the 20/12/2013 (OJ L347/221) and 27/06/2014 (OJ L189/260).

<sup>3</sup> More information on [http://ec.europa.eu/culture/policy/strategic-framework/index\\_en.htm](http://ec.europa.eu/culture/policy/strategic-framework/index_en.htm)

<sup>4</sup> More information on: [http://ec.europa.eu/culture/news/2014/2711-work-plan-culture\\_en.htm](http://ec.europa.eu/culture/news/2014/2711-work-plan-culture_en.htm)

## B) Audience development

Audience development means bringing people and culture closer together. It aims to directly engage people and communities in experiencing, enjoying and valuing arts and culture. Audience development is an important new priority in Creative Europe which helps European artists and cultural professionals and their works reach as many people as possible across Europe and extend access to cultural works to under-represented groups. In its strategy for the translation, distribution and promotion of the translated works, a literary translation project shall aim to expand readership and publics, to diversify them or to deepen the relationship with existing audiences (or a combination of these).

## C) Capacity building

Capacity building means helping cultural operators to further develop their skills and internationalise their careers in order to facilitate access to professional opportunities as well as to create the conditions for greater transnational circulation of cultural and creative works and for cross-border networking. In its strategy for the translation, distribution and promotion of the translated works, a literary translation project shall describe any foreseen contributions to activities for capacity building. The following elements and themes must be considered in this context.

### **C.1) Digitisation**

The digital shift is having a massive impact on how cultural and creative goods are made, disseminated, accessed, consumed and monetised. These changes offer opportunities for the cultural and creative sectors, including for the book and publishing sector; and encourage the development of new production, distribution and promotion methods and new business models.

### **C.2) New business models**

In light of the opportunities offered by the new technologies, the cultural and creative sectors must develop and test new models of revenue, management and marketing. Financial and business skills must be enhanced to find new sources of revenue or new management models for better performance and lower costs.

### **C.3) Training and education**

One of the overall priorities of the Programme is to enable people to gain new skills which will enrich their professional life and better their chances on the labour market. A literary translation project will include contributions to the professional development of the people involved.

## **2.2. Specific objectives and priorities for literary translation projects**

The main objectives of the support for literary translation projects are:

- to support cultural and linguistic diversity in the EU and in other countries participating in the Culture Sub-programme of the Creative Europe Programme;
- to strengthen the transnational circulation and diversity of high quality literary works in the long term,
- to improve access to these literary works in the EU and beyond
- to reach new audiences for European<sup>5</sup> translated literature

Within the above objectives, the priorities of the support for literary translation projects are:

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<sup>5</sup> Including all neighbourhood countries participating in the Creative Europe programme (see section 6.1)

- supporting the promotion of European<sup>6</sup> translated literature;
- encouraging the translations from lesser used languages<sup>7</sup> into English, German, French and Spanish (Castilian) as these may contribute to a wider circulation of the works;
- encouraging the translation of less represented genres such as works for a younger public (children, adolescents and young adult), comics/graphic novels, short stories or poetry;
- encouraging the appropriate use of digital technologies in both the distribution and promotion of the works;
- encouraging the translation and promotion of books which have won the EU Prize for Literature (see <http://www.euprizeliterature.eu>);
- Raising the profile of translators. For that reason, publishers will be required to include a biography of the translators in each translated book.

On top of the specific features of the scheme and in compliance with the principle of subsidiarity, the supported projects shall contribute to creating European added value as defined in Article 5 of Regulation No 1295/2013 establishing the Creative Europe Programme.

### 2.3. Targeted projects

In order to encourage the priorities listed above, the literary translation scheme offers co-financing to projects that propose a strategy for the translation, publication and promotion of a "package" of European works of fiction from and into eligible languages, that best meet the above mentioned objectives and priorities and include the following key elements:

- The proposed package contributes to the **diversity** of literature in the target country(ies) by including works from countries, genre or authors that are underrepresented
- The distribution strategy ensures a wide and easy **access** to the works for the general public
- The promotion strategy contributes to an **enlargement and renewal of the public** for European translated literary works of fiction
- The project proposes **innovative professional practices** and/or the appropriate use of digital technologies in their strategy and activities.

**Depending on the duration, needs, nature and objectives of the projects (also referred to as "actions"), applicants will have to choose between two categories of support:**

Category 1: Two year projects for which the maximum grant per project is EUR 100 000.

Category 2: 3-year Framework partnership agreements (FPA)

- The maximum grant per specific agreement awarded under the framework partnership agreement will be EUR 100 000 **per year** over the 3-year duration of the contract.

**NB: The specific elements of these Guidelines that are only applicable to Framework partnership agreements are highlighted in grey in the rest of the document.**

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<sup>6</sup> Including all neighbourhood countries participating in the Creative Europe programme (see section 6.1)

<sup>7</sup> Lesser used languages include all the languages officially recognised in EU Member States, except English, German, French and Spanish (Castellan).

### 3. TIMETABLE

The timetable for the call for proposals to be published in March 2018 is the following:

Publication of the call	Deadline for submission	Evaluation period	Information to applicants	Grant agreements / decisions	Start date of the action
<b>March 2018</b>	<b>Wednesday 23 May 2018</b>	<b>3.5 months</b>	<b>September 2018</b>	<b>October-December 2018</b>	<b>Between January and March 2019</b>

### 4. AVAILABLE BUDGET

The total available budget for the co-financing of projects under this scheme is estimated at 7 % of the total budget for Creative Europe – Culture Sub-programme (i.e. EUR 454.8 million) which amounts to around EUR 31.8 million over the period 2014-2020.

The total budget available for the 2018 is estimated at 3.6 M. €.

Each year throughout the duration of the Programme, the European Commission and the Agency will publish an annual work programme indicating the budget devoted to literary translation projects for that particular year.

Financial contribution from the EU cannot exceed 50% of the total eligible costs of the project. The remaining amount shall be secured by the applicants.

The Agency reserves the right not to distribute all funds available.

### 5. ADMISSIBILITY REQUIREMENTS

Applications shall comply with the following requirements:

- they must be sent no later than the deadline for submitting applications referred to in section 3 of the present guidelines;
- they must be submitted in writing using the online application form (see section 14 of the present guidelines);
- they must be submitted in one of the EU official languages, completed in full, with all the required signed annexes (original signatures or equivalent required);

Only typed applications will be considered.

#### **Failure to comply with those requirements will lead to the rejection of the application.**

In order to submit an application, applicants must provide their Participant Identification Code (PIC) in the application form. The PIC can be obtained by registering the organisation in the Unique Registration Facility (URF) hosted in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal. The Unique Registration Facility is a tool shared by other services of the European Commission. If an applicant already has a PIC that has been used for other programmes (for example the Research programmes), the same PIC is valid for the present call for proposals.

The Participant Portal allows applicants, to upload or update the information related to their legal status and attach the requested legal and financial documents (see section 14.2 for more information).

## 6. ELIGIBILITY CRITERIA

Applications which comply with the following criteria will be the subject of an in-depth evaluation.

### 6.1. Eligible countries

Applications from legal entities established in one of the following country categories are eligible **as long as all conditions referred to in Article 8 of Regulation No 1295/2013 establishing the Creative Europe Programme are met** and the Commission has entered into negotiations with the country:

1. EU Member States and overseas countries and territories which are eligible to participate in the Programme pursuant to Article 58 of Council Decision 2001/822/EC<sup>8</sup>;
2. Acceding countries, candidate countries and potential candidates benefiting from a pre-accession strategy, in accordance with the general principles and general terms and conditions for the participation of those countries in EU programmes established in the respective Framework Agreements, Association Council Decisions or similar agreements;
3. EFTA countries which are parties to the Agreement on the EEA, in accordance with the provisions of the EEA Agreement;
4. The Swiss Confederation, on the basis of a bilateral agreement to be concluded with that country;
5. Countries covered by the European Neighbourhood Policy in accordance with the procedures defined with those countries following the framework agreements providing for their participation in EU programmes.

For British applicants: Please be aware that eligibility criteria must be complied with for the entire duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of Article II.16.2.1 (a) of the Grant Agreement (General Condition n°16.2.1(a) of the Grant Decision, Article II.16.2.2 (a) of the framework partnership agreement).

The Agency may select proposals from applicants from non EU countries provided that, on the date of the award decision, agreements have been signed setting out the arrangements for the participation of those countries in the Programme established by the Regulation referred to above.

**An updated list of countries that fulfil the conditions referred to in Article 8 of Regulation No 1295/2013 and that the Commission has started negotiations with can be found at:**  
[https://eacea.ec.europa.eu/creative-europe/library/eligibility-organisations-non-eu-countries\\_en](https://eacea.ec.europa.eu/creative-europe/library/eligibility-organisations-non-eu-countries_en)

**For the call published in March 2018 the list of eligible countries includes:**

1. The 28 Member States of the European Union,
2. The EU candidate and potential candidate countries: Albania, Bosnia and Herzegovina, Montenegro, Former Yugoslav Republic of Macedonia, and Serbia
3. The EFTA/EEA countries : Iceland and Norway,
4. The Swiss Confederation is **NOT** eligible

<sup>8</sup> Council Decision 2001/822/EC of 27 November 2001 on the association of the overseas countries and territories with the European Community ("Overseas Association Decision") (OJ L 314, 30.11.2001, p. 1).

5. Other partner countries: Georgia, Moldova, Tunisia and Ukraine. Armenia and Kosovo are likely to participate in 2018 subject to the signing and notification of an Agreement with the European Commission

## 6.2. Eligible applicants

6.2.1 Applicant organisations must be publishers or publishing houses established in one of the countries participating in the Culture Sub-programme who have had a legal personality and are active in the publishing sector for at least 2 years on the date of the deadline for submission of applications.

Natural persons may not apply for a grant.

## 6.3. Eligible projects

In 2018, applicants can apply for either category 1 or category 2, depending on the duration, needs, nature and objectives of their project.

NB: Regardless of the category selected, applicants can submit only one application per call

### 6.3.1 Category 1 - Two year projects

This category includes projects that:

- have a maximum duration of 2 years (eligibility period);
- are the subject of an application requesting no more than EUR 100 000, representing a maximum of 50% of the total eligible budget;
- consist in the translation and promotion of a package of 3 to 10 eligible works of fiction from and into eligible languages;
- are based on a strategy for the translation, publication, distribution and promotion of the translated package of works of fiction.

### 6.3.2 Category 2 - Framework partnership agreements (FPA)

- The application for the FPA must include a **3-year action plan** covering the entire duration of the agreement. The action plan shall be based on a long term strategy detailing the editorial line for the choice of books and the approach for the translation, distribution and promotion of the translated package of works of fiction.
- Together with the 3-year action plan, FPA projects must also include a detailed work-programme concerning Year 1 for the translation and promotion of 3 to 10 eligible works of fiction from and into eligible languages.
- At the end of each year, FPA beneficiaries will be invited by the Agency to submit a simplified proposal containing the work-programme for the coming year. Each year, the work-programme must propose the translation and promotion of 3 to 10 eligible works.

**NB** : The publication and promotion of books translated in year **N** can be done in year **N+1** at the latest.

- The specific annual grant awarded under FPA shall not exceed EUR 100.000.

The action plan and the first year work-programme will be assessed according to the criteria laid down in the present guidelines and in particular according to the award criteria defined in section 9 and following the procedure detailed in section 13.5 of the guidelines. If successful, applicants will be awarded an FPA covering a 3 years period and a specific agreement covering Year 1.

For the subsequent 2 years, the work-programmes submitted by beneficiaries of the FPA will be assessed on the basis of the same award criteria.<sup>9</sup> Only those applicants who meet the same level of quality identified during the award of the FPA will receive a grant for the following years.

#### 6.4. Eligible languages

Irrespective of the category of financial support under which publishers or publishing houses may apply, the project will also have to comply with the following requirements concerning languages:

- The source language and target language must be officially recognised languages of one of the eligible countries referred to in section 6.1. of these guidelines. “Officially recognised languages” are those defined by the Constitution or the relevant national law of the respective country.
- In addition, the source language or the target language must be a language officially recognised in one of the 28 EU countries, EFTA/EEA countries (Norway and Iceland) (referred to in paragraphs 1, 3 or 4 of section 6.1).
- Translations out of Latin and ancient Greek (source language) into officially recognised languages of the 28 EU countries, EFTA/EEA countries (Norway and Iceland) (referred to in paragraphs 1, 3 or 4 of section 6.1 of these guidelines) are also eligible.
- The target language must be the translator's mother tongue (except in cases of less frequently spoken languages if the applicant provides sufficient explanation).
- Translations must have a cross-border dimension. Hence the translation of national literature from one official language into another official language within the same country is not eligible.

#### 6.5. Eligible works (source)

The projects will also have to comply with the **following requirements concerning the original works** (as a source)

- Works in paper or digital format (e-books) are both eligible
- The works to be translated and promoted must be works of fiction with a high literary value, irrespective of their literary genre, such as novels, short stories, plays, poetry, comic books and children's fiction.  
Non-fiction works are not eligible, such as: autobiographies or biographies or essays without fictional elements; tourist guides; human science works (such as history, philosophy, economy, etc.) and works related to other sciences (such as physics, mathematics, etc.).
- The works must have been previously published.
- The works must be written by authors who are nationals of, or residents in, an eligible country (referred to in section 6.1 of these guidelines) with the exception of works written in Latin or ancient Greek.
- The works must not have been previously translated into the target language, unless a new translation corresponds to a clearly assessed need. In any case applicants must explain the expected impact on new readers and provide a convincing explanation of the need for a new translation into the specific target language.

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<sup>9</sup> See section 10.1.2 for more information on the functioning of framework partnership agreements.

The application must contain, amongst other documents listed in Annex, a declaration on works to be translated which must follow a mandatory template.

### **Translation rights**

At application stage, applicants are not required to prove that they own the necessary Intellectual Property Rights authorising the publisher to translate, print/release and sell the works proposed in the application unless 2 (or more) applications include the same translation (same target language) of a book. In this case, applicants will be requested to demonstrate that they own the necessary rights relating to the works proposed for translation.

In case of selection the beneficiaries must ensure having all the necessary intellectual property rights during the implementation of the grant agreement/decision. Applicants who are selected for funding will have to provide the Agency with a declaration on honour referring to the fact that they have acquired the necessary intellectual property rights. This declaration on honour must be submitted within 3 months from the moment they are notified that they have been selected. The reception of this document by the Agency is a condition for the pre-financing payment as described in part 11.2.2 of this call for proposals. The translations of books for which the declaration on honour is not submitted within the aforementioned time-limit will be considered as ineligible which may result in the termination of the grant agreement/decision.

The beneficiary shall keep the copy of the contract on the IPR during the implementation of the grant agreement and shall provide it to the Agency at any time upon request.

### **6.6. Eligible activities**

- Eligible activities are the translation, publication, distribution and promotion of a package of eligible works of fiction with a high literary value, irrespective of their literary genre, such as novels, short stories, plays, poetry, comic books and children's fiction;

#### **NB The promotion of the selected book is a substantial contractual obligation of the beneficiary.**

Any failure by the beneficiary to carry out the foreseen promotional activities related to a book will result into a substantial breach of the contractual obligation. Consequently costs related to that book, including its translation and publication, might be considered as not eligible for funding even if already incurred.

- Activities can include special events and marketing/distribution organised for the promotion of the translated works of fiction in the EU and outside the EU, including digital promotion tools and promotion of authors at book fairs and literary festivals.
- As a complement to the package, projects can also include the **partial translation (translation of excerpts of works of fiction) from the catalogues of the applicant** to help foster the selling of rights either within Europe or beyond.

### **6.7. Eligible period**

#### **6.7.1 Category 1 - Two year projects**

Activities must normally start between January and March 2019.

The project duration is maximum 24 months.

- Applications for projects scheduled to run for a longer period than that specified in these guidelines will not be considered eligible.

- However if after the signing of the agreement or notification of the decision and the start of the project it becomes impossible for the beneficiary, for fully justified reasons beyond his control, to complete the project within the scheduled period,. A maximum extension of 6 additional months may be granted, if requested before the deadline specified in the agreement/decision. The maximum duration will then be 30 months.

#### 6.7.2 Category 2 – Framework partnership agreements

Activities of the first year specif agreement of the FPA must start between January and February 2019.

- The eligible period under each specfic agreement is maximum 12 months
- The activities covered by specific agreements for subsequent years<sup>10</sup> may not overlap with the eligibility period of the previous specific grant agreement.
- Applications for projects scheduled to run for a longer period than that specified in these guidelines will not be considered eligible.
- No extension to the eligibility period beyond the maximum duration will be granted for year 1 and year 2
- An extension of the eligibility period of the third year of the FPA beyond the maximum duration can only be granted if after the signing of the agreement and the start of the project it becomes impossible for the beneficiary, for fully justified reasons beyond his control, to complete the project within the scheduled period. A maximum extension of 6 additional months may be granted, if requested before the deadline specified in the agreement/decision. The maximum duration will then be 18 months.

## **7. EXCLUSION CRITERIA**

### **7.1. Exclusion from participation**

An applicant will be excluded from participating in calls for proposals procedure, if it is in any of the following situations:

- a) it is bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under national legislation or regulations;
- b) it has been established by a final judgement or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the authorising officer is located or those of the country of the implementation of the grant;
- c) it has been established by a final judgement or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:
  - (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract, a grant agreement or a grant decision;
  - (ii) entering into agreement with other persons with the aim of distorting competition;
  - (iii) violating intellectual property rights;

- (iv) attempting to influence the decision-making process of the Agency during the award procedure;
  - (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
- d) it has been established by a final judgement that the applicant is guilty of any of the following:
- (i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;
  - (ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of EU Member States, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the legal provisions of the country where the authorising officer is located, the country in which the applicant is established or the country of the implementation of the grant;
  - (iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;
  - iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;
  - (v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
  - (vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- e) it has shown significant deficiencies in complying with the main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors;
- f) it has been established by a final judgement or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
- g) in the absence of a final judgement or where applicable a final administrative decision, the applicant is in one of the cases provided in (c) to (f) above based in particular on :
- i. facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
  - ii. non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
  - iii. decisions of the ECB, the EIB, the European Investment Fund or international organisations;
  - iv. decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law.
  - v. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.
- (h) where a person who is a member of the administrative, management or supervisory body of the applicant, or who has powers of representation, decision or control with regard to that applicant (this covers the company directors, members of the management or supervisory bodies, and cases where one person holds a majority of shares), is in one or more of the situations referred to in points (c) to (f) above.
- (i) where a natural or legal person that assumes unlimited liability for the debts of that applicant is in one or more of the situations referred to in point (a) or (b) above.

If an applicant is in one of the situations of exclusion listed above, it should indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. They may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. This does not apply for the situations referred in point (d) of this section.

In the cases provided in (c) to (f) above, in the absence of a final judgement or where applicable a final administrative decision, the Agency may exclude an applicant provisionally from participating in a call for proposals where their participation would constitute a serious and imminent threat to the Union's financial interests.

## **7.2. Rejection from the award procedure**

An applicant will not be awarded a grant for this procedure if

- (a) it is in an exclusion situation established in accordance with the above section 7.1;
- (b) it has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information;
- (c) it was previously involved in the preparation of a call for proposals where this entails a distortion of competition that cannot be remedied otherwise.

Rejection from this procedure and administrative sanctions (exclusion or financial penalty) may be imposed on applicants or affiliated entities where applicable, if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

The applicants should be informed that the Agency may publish on its internet site the following information related to the exclusion and, where applicable, the financial penalty in the cases referred to in points (c), (d), (e) and (f) of the section 7.1<sup>11</sup>:

- (a) the name of the applicant concerned;
- (b) the exclusion situation.
- (c) the duration of the exclusion and/or the amount of the financial penalty.

In case of a preliminary classification in law (i.e. absence of a final judgement or a final administrative decision), the publication shall indicate that there is no final judgement or final administrative decision. In those cases, information about any appeals by the applicant, their status and their outcome, as well as any revised decision of the authorised officer, shall be published without delay. Where a financial penalty has been imposed, the publication shall also indicate whether that penalty has been paid.

The decision to publish the information is taken by the Agency either following the relevant final judgement, final administrative decision or preliminary classification in law, as the case may be. That decision shall take effect three months after its notification to the economic operator.

The information published shall be removed as soon as the exclusion has come to an end. In the case of a financial penalty, the publication shall be removed six months after payment of that penalty.

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<sup>11</sup> This information shall not be published in any of the following circumstances:

- (a) where it is necessary to preserve the confidentiality of an investigation or of national judicial proceedings;
- (b) where publication would cause disproportionate damage to the applicant concerned or would otherwise be disproportionate on the basis of the proportionality criteria and to the amount of the financial penalty;
- (c) where a natural person is concerned, unless the publication of personal data is exceptionally justified, *inter alia*, by the seriousness of the conduct or its impact on the Union's financial interests. In such cases, the decision to publish the information shall duly take into consideration the right to privacy and other rights provided for in Regulation (EC) No 45/2001.

In accordance with Regulation (EC) No 45/2001, where personal data is concerned, the Agency shall inform the applicant of its rights under the applicable data protection rules and of the procedures available for exercising those rights.

### 7.3. Supporting documents

Applicants must sign a declaration on their honour certifying that they are not in one of the situations referred to in the above sections 7.1. and 7.2, filling in the relevant form attached to the application form accompanying the call for proposals. If applicable, the relevant documentary evidence which appropriately illustrates any remedial measures taken should be provided in annex to this declaration.

The signed declaration on honour must be attached to the application form.

## 8. SELECTION CRITERIA

Applicants must submit a declaration on their honour, completed and signed, attesting to their status as a legal person and to their financial and operational capacity to complete the proposed activities.

### 8.1. Operational capacity

Applicant organisations must have the professional competencies and qualifications required to complete the proposed action.

In this respect, applicants have to submit a declaration on their honour and, for those applying for a grant above EUR 60 000 it will be requested to provide the copies of the applicant organisation's activity reports of the last two years. Applicants who have issued only one activity report on the date of submission due to their date of establishment shall be authorised to provide this report only.

The Agency will assess and verify the level of subcontracting activities used by applicants to implement the proposed project.

### 8.2. Financial capacity

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.

The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

- Low value grants ( $\leq$  EUR 60 000):
  - a declaration on their honour.
- Grants  $>$  EUR 60 000:
  - a declaration on their honour
  - the financial statements (including the balance sheet, the profit and loss accounts and the annexes) of the last two financial years for which the accounts have been closed
  - financial capacity form provided for in the application form, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form.
  - an audit report produced by an approved external auditor certifying the accounts for the two last financial years available

On behalf of the EACEA Executive Agency, the central EU Validation Services (Research Executive Agency Validation Services) may contact you in case the submitted supporting documents are incomplete.

If, on the basis of the documents submitted, the Agency considers that financial capacity has not been proved or is not satisfactory, it may:

- Propose a grant with a pre-financing covered by a bank guarantee (see section 11.4 of these guidelines) provided by an approved bank, a financial institution or a joint guarantee by a third party;
- propose a grant agreement without pre-financing and make an interim payment on the basis of eligible expenses already incurred when the project has been partly carried out.
- Reject the application

The verification of financial capacity shall not apply to public bodies, to international organisations under public law and to education and training establishments if decided by the competent authorising officer on the basis of his analysis of management risks.

## 9. AWARD CRITERIA

Eligible applications will be assessed on the basis of the following criteria:

Criteria	Maximum points
1. Relevance	40
2. Quality of the content and activities	25
3. Promotion and communication within Europe and beyond	20
4. Winners of the European Union Prize for Literature	15

### 1. Relevance (40)

**This criterion evaluates how the project will contribute to the transnational circulation and diversity works of European literature and to improving access to it.**

- to what extent will the project contribute to increasing the diversity of European<sup>12</sup> literature in the targeted countries?
- how relevant is the project with regard to :
  - 1) the circulation of works written in "lesser used languages"<sup>13</sup> into English-, German, - French- and Spanish - speaking territories?
  - 2) the circulation of less represented genres such as literature for a younger public (children, adolescent and young adult), short stories or poetry?
- How relevant is the distribution strategy with the project and to ensure a wide and easy access of the translated works for the general public?
- To what extent will the project help the applicant explore and adopt innovations in its practices of translation, promotion or distribution of European literature?

### 2. Quality of the content and activities (25)

**This criterion evaluates how the project is implemented in practice (quality of the works to be translated and working arrangements).**

- How appropriate is the budget allocations to the different phases of the project (translation, publication and promotion)? For this purpose, the clarity, structure and details of the project budget will be assessed.
- How relevant is the literary quality of the works to be translated with the objectives of the project? For this, the description provided of the individual works will be assessed.
- How relevant are the education and the experience of the professional translators to the nature of the works to be translated? For this, the biography of the translators will be assessed.

### 3. Promotion and communication within Europe and beyond (20)

**If the application package contains EUPL winning books, special attention is paid to the good promotion of these.**

- To what extent is the promotion strategy likely to contribute to reaching new audiences for European<sup>14</sup> literature in general?

<sup>12</sup> Including all neighbourhood countries participating in the Creative Europe programme (see section 6.1)

<sup>13</sup> Lesser used languages include all the languages officially recognised in EU Member States, except English, German, French and Spanish (Castellan).

- To what extent are promotional activities tailored to the specificities of each book, including the definition of sales objectives, target groups, use of digital technologies, choice of tools, channels and media
- How specifically will the communication activities contribute to the visibility and the promotion of 1) translators and 2) EUPL books and the European Union in general?

#### **4. Winners of the European Union Prize for Literature (15)**

**Extra points are automatically granted to applications containing eligible EUPL winning books (5 points per book for maximum 3 books amounting to a maximum of 15 'automatic points').**

The automatic points awarded to eligible project applications will be calculated according to the number of EUPL winning books they contain, according to the following table and up to a maximum of 15 points per project:

- 1 EUPL winning book = 5 points
- 2 EUPL winning books = 10 points
- 3 EUPL winning books = 15 points

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<sup>14</sup> Including all neighbourhood countries participating in the Creative Europe programme (see section 6.1)

## 10. LEGAL COMMITMENTS

### 10.1. Contractual provisions for two year projects

In the event a grant is awarded by the Agency, a grant agreement/decision drawn up in euro and detailing the conditions and level of funding will be sent to the beneficiary.

- For beneficiaries established in the EU:

A grant decision will be used. A copy of the decision signed by the Agency will be sent to the beneficiary and must not be returned. The general conditions applicable to the decision are available in the Agency website:

[https://eacea.ec.europa.eu/sites/eacea-site/files/conditions\\_ii\\_a.pdf](https://eacea.ec.europa.eu/sites/eacea-site/files/conditions_ii_a.pdf)

As regard grant decisions, beneficiaries understand that:

**Submission of a grant application implies acceptance of these General Conditions. These General Conditions bind the beneficiary to whom the grant is awarded and shall constitute an annex to the grant decision.**

- For beneficiaries established outside the EU:

A grant agreement will be used. Two copies of the original agreement will be sent to the beneficiary for signature and must be returned to the Agency immediately. The Agency will sign them last.

The award of a grant does not establish an entitlement for subsequent years.

### 10.2. Contractual provisions for framework partnership agreements

In the event of definitive approval by the Agency of the submitted project, a framework partnership agreement for 2019-2021 will be signed between the Agency and the beneficiary. The 3-year action plan setting out the long term strategy for translation, distribution and promotion will be annexed to the framework partnership agreement.

The framework partnership agreement formalises a partnership between the Agency and the beneficiary for **3 years**, to enable them to achieve their long-term objectives. It is aimed at organisations whose actions are stable in particular in terms of objectives, format, target group and methodology.

Subsequently a specific agreement detailing the conditions and level of funding for the first year will also be signed between the Agency and the beneficiary. The annual work programme and budget for the first year will form the basis for awarding an annual action grant for this precise year. The maximum annual grant amount will not exceed EUR 100 000 and 50% of the total eligible costs of the project for that year.

Two copies of the original framework partnership agreement and the related specific agreements will be sent to the beneficiary for signature and must be returned to the Agency immediately. The Agency will sign them last.

- *Information on the functioning of the framework partnership agreement for the subsequent years*

In the second half of the year covered by the first specific agreement, applicants selected under a framework partnership agreement will be invited by the Agency to participate in a restricted call for

proposals by submitting a *simplified grant application*. This application should detail the activities to be carried out and the budget for that year.

The simplified grant application must be in line with the action plan setting out the long term strategy annexed to the framework partnership agreement and must comply with the criteria as defined in the call for proposals. If, at the stage of analysis of the simplified grant application, it is found that it does not comply with these requirements, the Agency may reject the simplified grant application.

Each year, the simplified grant application will serve as a basis for the award of a specific agreement. As for the first year of the framework partnership agreement, specific agreements will detail the conditions and level of funding for the project.

The annual award of a specific agreement is subject to the adoption of the annual EU budget by the budget authority.

Please note that the calculation of the maximum grant amount to be indicated in the specific agreements will be based on the estimated costs (total estimated budget) to implement the annual work programme. The total estimated budget must be provided in the simplified grant application and must comply with the principles listed in these guidelines. The maximum annual grant amount will not exceed EUR 100 000 and the maximum percentage of co-financing foreseen for the first year.

Each year, two copies of the related specific agreement will be sent to the beneficiary for signature and must be returned to the Agency immediately. The Agency will sign them last.

The award of a grant does not establish an entitlement for subsequent years.

## **11. FINANCIAL PROVISIONS**

### **11.1. General Principles**

#### a) Non-cumulative award

An action may only receive one grant from the EU budget.

In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate in the application form the sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action.

#### b) Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the grant agreement is signed or the grant decision is notified.

In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application

#### c) Co-financing

Co-financing means that the resources which are necessary to carry out the action may not be entirely provided by the EU grant.

Co-financing of the action may take the form of:

- the beneficiary's own resources,
- income generated by the action,
- financial contributions from third parties.

#### d) Balanced budget

The estimated budget of the action is to be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

Applicants which foresee that costs will not be incurred in euros shall use the exchange rate published in the Official Journal of the European Union on the date of the publication of this call for proposals.

#### e) Implementation contracts/subcontracting

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit.

In the event of procurement exceeding € 60 000, the beneficiary must abide by special rules as referred in the grant agreement annexed to the call. Moreover the beneficiary is expected to clearly document the tendering procedure and retain the documentation for the event of an audit.

Entities acting in their capacity of contracting authorities in the meaning of Directive 2014/24/EU<sup>15</sup> or contracting entities in the meaning of Directive 2014/25/EU<sup>16</sup> shall abide by the applicable national public procurement rules.

Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action/work programme as described in the proposal and which cannot be performed by the beneficiary itself must satisfy the conditions applicable to any implementation contract (as specified above) and in addition to them the following conditions:

- it may only cover the implementation of a limited part of the action;
- it must be justified having regard to the nature of the action and what is necessary for its implementation;
- it must be clearly stated in the proposal or prior written authorisation from the Agency must be obtained.

f) Financial support to third parties.

The applications may not envisage provision of financial support to third parties.

## 11.2. Funding method

### 11.2.1. Budget-based financing

The system of financing is a budget-based grant (eligible costs).

#### **General provisions**

The grants financed through reimbursement of eligible costs in combination with flat rate covering overheads are calculated on the basis of a detailed estimated budget, indicating clearly the costs that are eligible for EU funding.

#### ➤ **Maximum amount requested**

The EU grant is limited to a co-financing rate of 50% of eligible costs.

The maximum grant amount will not exceed EUR 100 000.

Consequently, part of the total estimated eligible expenses must be financed from sources other than the EU grant.

An EU grant is a direct financial contribution, by way of donation, from the budget in order to finance an action (also referred to as "project") intended to help achieve an EU policy objective. Grants are based on the principle of co-financing. The EU grant supplements the applicant organisation's own financial resources, income generated by the action or financial contributions from third parties.

Budget-based grants are calculated on the basis of a detailed estimated budget. The budget must indicate clearly the costs that are eligible for EU funding.

The calculation of the maximum grant amount to be stated in the grant agreement/decision will be based on the estimated costs (total estimated budget) to implement the project. The total estimated budget must be provided together with the application and must comply with the conditions listed in these guidelines.

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<sup>15</sup> Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC.

<sup>16</sup> Directive 2014/25/EU of the European Parliament and of the Council of 26 February 2014 on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC.

The grant amount may neither exceed the eligible costs nor the amount requested. Amounts are indicated in euros.

Acceptance of an application by the Executive Agency does not constitute an undertaking to award a grant equal to the amount requested by the beneficiary.

### **Eligible costs**

To be eligible for this call, costs must correspond to eligible activities as defined in section 6.6 of these guidelines.

Eligible costs are costs actually incurred by the beneficiary, of a grant which meet the following criteria:

- they are incurred during the duration of the action as specified in the grant agreement/decision, with the exception of costs relating to the final report and the report of factual findings on the final financial report; The period of eligibility of costs will start as specified in the grant agreement or grant decision. If a beneficiary can demonstrate the need to start the action before the agreement is signed, expenditure may be authorised before the grant is awarded. Under no circumstances can the eligibility period start before the date of submission of the grant application (see section 11.1b)
- they are indicated in the estimated overall budget of the action;
- they are incurred in connection with the action which is the subject of the grant and are necessary for its implementation;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost-accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and social legislation;
- They are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenues declared in respect of the action with the corresponding accounting statements and supporting documents.

### **Eligible direct costs**

The eligible direct costs for the action are those costs which, with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly. In particular, the following categories of direct costs are eligible, provided that they satisfy the criteria set out in the previous paragraph:

- translation costs such as fees paid to translators upon translation delivery;
- costs for publishing the translated books (except for the purchase of translation rights);
- promotion costs, such as participation in book fairs and festivals, visits of authors and translators, translation and dissemination of excerpts and marketing;
- NB: cost must be reasonable and in proportion to the number of eligible books promoted.
- costs related to a pre-financing guarantee lodged by the beneficiary of the grant where required;

- costs relating to external audits where required in support of requests for payment;
- non-deductible value added tax (VAT) for all activities which are not activities of the public authorities in the Member States.

For actions involving costs relating to a third country (i.e. costs relating to natural persons who are citizens of a third country, organisations based in a third country and activities taking place in a third country), the relevant costs incurred by the beneficiary must not exceed 30% of the total eligible budget.

### **Ineligible costs**

The following costs shall not be considered eligible:

- **fees paid by the applicants for translation rights**
- return on capital;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- exchange losses;
- costs of transfers from the Agency charged by the bank of the beneficiary;
- costs declared by the beneficiary and covered by another action receiving a European Union grant. In particular, indirect costs shall not be eligible under a grant for an action awarded to the beneficiary who already receives an operating grant financed from the Union budget during the period in question;;
- excessive or reckless expenditure;
- contributions in kind;
- indirect costs.

### **Calculation of the final amount of the grant and supporting documents**

The final amount of the grant to be awarded to the beneficiary is established after completion of the action, upon approval of the request for payment containing the following documents:

- the final report providing details of the implementation and results of the action ("final technical report") and related documentation including a public summary/report as foreseen in section 12.2 of these guidelines;
- the final financial statement of costs actually incurred (final financial report);
- proof that the works have been translated and published or in case of e-books released;
- proof that each of the translated works includes the biography of the translator(s);
- proof that each translator has been paid;
- copies of promotional material produced and proof of other promotional activities.

Additionally,

- If the grant is more than EUR 60 000:

The beneficiary is required to submit, in support of the final payment, a “report of factual findings on the final financial report - type I” produced by an approved auditor or in case of public bodies, by a competent and independent public officer.

The procedure and the format to be followed by the approved auditor or in case of public bodies, by the competent and independent public officer, are detailed in the following “guidance notes”: [http://eacea.ec.europa.eu/about/documents/guidance-notes-audit-type-i\\_11.2012\\_en.pdf](http://eacea.ec.europa.eu/about/documents/guidance-notes-audit-type-i_11.2012_en.pdf)

The use of the report format set by the “guidance notes” is compulsory.

- If the grant is below or equal to EUR 60 000:

The beneficiary is required to submit, in support of the final payment, a copy of the following underlying documents:

- The three highest value subcontracts;
- 25% of the highest costs declared under travel and subsistence.

If it results from the calculation of the final amount of the grant that the eligible costs actually incurred by the beneficiary are lower than anticipated, the Agency will apply the rate of co-financing stated in the grant agreement/decision to the expenditure actually incurred.

In the event of non-execution or clearly inadequate execution of activities planned in the application attached to the (specific) grant agreement/decision, or in the event the information requested in the grant agreement/decision is not submitted, the final grant will be reduced accordingly.

Where applicable, the beneficiary will be required to reimburse any excess amounts paid by the Agency in the form of pre-financing.

The EU grant may not have the purpose or effect of producing a profit within the framework of the action of the beneficiary. Profit is defined as a surplus of receipts over eligible costs incurred by the beneficiary, when the request is made for payment of the balance. In this respect, where a profit is made, the Agency is entitled to recover a percentage of the profit corresponding to the EU contribution to the eligible costs actually incurred by the beneficiary to carry out the action. This provision does not apply to grants lower than or equal to EUR 60 000.

#### 11.2.2. Payment procedure (applicable to both two year projects and framework partnership agreements)

If the financial capacity requirements are met (please refer to section 8.2 for the assessment of the financial capacity), **a pre-financing payment corresponding to 70% of the grant amount** will be transferred to the beneficiary **within 30 days** of the date when the last of the two parties signs the (specific) agreement or of the notification of the grant decision by the Agency provided all possible requested guarantees are received including the declaration on honour mention in 6.5 that the beneficiary owns the necessary rights authorising the publisher to translate, print/release and sell the works proposed in the application. Pre-financing is intended to provide the beneficiary with a float.

If the financial capacity requirements are not met, the Agency may make an interim payment on the basis of eligible expenses already incurred. Interim payments are intended to cover the beneficiary's eligible expenditure on the basis of an request for payment when the action has been partly carried out. For the purpose of determining the amount due as interim payment, the reimbursement rate to be applied to the eligible costs approved by the Agency shall be 50 %.

The Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the calculation of the grant amount (see section 11.2.1 of these guidelines). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order.

#### 11.2.3. Pre-financing guarantee

In the event that the applicant's financial capacity is not satisfactory, a pre-financing guarantee for up to the same amount as the pre-financing may be requested in order to limit the financial risks linked to the pre-financing payment.

The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union. When the beneficiary is established in a third country, the authorising officer responsible may agree that a bank or financial institution established in that third country may provide the guarantee if he considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee may be replaced by a joint and several guarantees by a third party or by a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement.]

This requirement does not apply to:

- public bodies and international organisations under public law established by inter-governmental agreements, specialised agencies created by such organisations, the International Committee of the Red Cross (ICRC) or the International Federation of Red Cross and Red Crescent Societies.
- beneficiaries who have entered into a framework partnership agreement may also be released from this obligation.

***Guarantees may not be required in the case of low value grants, i.e. ≤ EUR 60 000.***

## **12. PUBLICITY, COMMUNICATION AND DISSEMINATION**

### **12.1. By the beneficiaries**

Beneficiaries must clearly acknowledge the EU contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the emblem and the disclaimer available at [http://eacea.ec.europa.eu/about-eacea/visual-identity\\_en](http://eacea.ec.europa.eu/about-eacea/visual-identity_en)

If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement or grant decision.]

### **12.2. By the Agency and/or the Commission**

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on the Internet site of the EU institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Agency and/or the Commission will publish the following information:

- name of the beneficiary,

- locality of the beneficiary: address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level<sup>17</sup> if he/she is domiciled within the EU or equivalent if domiciled outside EU,
- the amount awarded,
- nature and purpose of the grant.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

### 12.3. Communication and dissemination

To maximise impact, projects should have a clear and strong strategy for communication and dissemination of their activities and results. Applicants must provide enough time and resources to communicate and interact appropriately with peers, audiences and local communities as appropriate.

Beneficiaries will be required as stipulated in the grant agreement to produce a public summary/report in English providing information about their work and the results of their project. The public summary/report must be included in the final report submitted to the Agency and uploaded in the project dissemination platform run by the Commission (<http://ec.europa.eu/programmes/creative-europe/projects/>). The report may be used by the Commission to provide information on the results of projects.

The European Commission, together with the Agency, may identify good practices and prepare relevant dissemination materials to be shared within and across all participating countries and beyond.

Beneficiaries may be required to attend and to participate in events organised by the European Commission or the Agency to share their experience with other participants and/or policy makers.

Please note that if these requirements are not fully complied with, the beneficiary's grant will be reduced in accordance with the provisions of the grant agreement.

## **13. DATA PROTECTION**

All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the European Community institutions and bodies and on the free movement of such data.<sup>18</sup>

Unless marked as optional, the applicant's replies to the questions in the application form are necessary to evaluate and further process the grant application in accordance with the specifications of the call for proposals. Personal data will be processed solely for that purpose by the department or Unit responsible for the Union grant programme concerned (entity acting as Data Controller). Personal data may be transferred on a need to know basis to third parties involved in the evaluation of applications or in the grant management procedure, without prejudice of transfer to the bodies in charge of monitoring and inspection tasks in accordance with EU law. In particular, for the purposes of safeguarding the financial interests of the Union, personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office and between authorising officers of the Commission and the executive agencies.

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<sup>17</sup> European Union Official Journal L39, of 10 February 2007.

<sup>18</sup> Official Journal L 8, 12.1.2001.

The applicant has the right of access to, and to rectify, the data concerning him or her. For any question relating to these data, please contact the Data Controller. Applicants have the right of recourse to the European Data Protection Supervisor at any time. A detailed Privacy statement, including contact information, is available on the EACEA's website:

[http://eacea.ec.europa.eu/about/documents/calls\\_gen\\_conditions/eacea\\_grants\\_privacy\\_statement.pdf](http://eacea.ec.europa.eu/about/documents/calls_gen_conditions/eacea_grants_privacy_statement.pdf)

Applicants and, if they are legal entities, persons who are members of the administrative, management or supervisory body of that applicant or who have powers of representation, decision or control with regard to that applicant, or natural or legal persons that assume unlimited liability for the debts of that applicant, are informed that, their personal data (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the Early Detection and Exclusion System (EDES) by the Authorising Officer of the Agency, should they be in one of the situations mentioned in the Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended by the Regulation (EU, Euratom) No 2015/1929 of the European Parliament and of the Council of 28 October 2015 (OJ L 286, 30.10.2015, p. 1)

## **14. PROCEDURE FOR SUBMISSION AND SELECTION OF APPLICATIONS**

### **14.1. Publication**

Calls for proposals will be published following the adoption of the annual Work Programme(s), on the Internet site of the Agency.

### **14.2. Registration in the Participant Portal**

Before submitting an electronic application, applicants will have to register their organisation in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal and receive a Participant Identification Code (PIC). The PIC will be requested in the application form.

The Participant Portal is the tool through which all legal and financial information related to organisations will be managed. Information on how to register can be found in the portal under the following address: <http://ec.europa.eu/education/participants/portal>.

The tool also allows applicants to upload different documents related to their organisation. These documents have to be uploaded once and will not be requested again for subsequent applications by the same organisation.

Details on the supporting documents that need to be uploaded in the Portal can be found in Annex 2.

### **14.3. Submission of grant applications**

Applications must be made through an online application system. Grant applications must be drawn up in one of the official EU languages, using the online form specifically designed for this purpose.

The online forms can be obtained at: <https://eacea.ec.europa.eu/PPMT/>

Applications must be submitted by the deadline mentioned in Section 3 of these Guidelines, and this **before 12:00 CET/CEST (Midday, Brussels time)**, using the online application form referred to above.

No other method of submission of an application will be accepted. Applications submitted in any other way will be automatically rejected. No exceptions will be made.

Applicants should ensure that they have officially submitted their electronic application form and that they have received an e-mail acknowledging receipt of their submission.

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 or for the clerical mistakes, the Agency may contact the applicant for this purpose during the evaluation process.

All applicants will be informed in writing about the results of the selection process

#### **14.4. Rules applicable**

Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ L 298, 26.10.2012, p.1) as amended by the Regulation (EU, Euratom) No 2015/1929 of the European Parliament and of the Council of 28 October 2015 (OJ L 286, 30.10.2015, p. 1) ) as amended by the Regulation (EU, Euratom) No 2015/1929 of the European Parliament and of the Council of 28 October 2015 (OJ L 286, 30.10.2015, p. 1).

Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ L 362, 31.12.2012, p.1) as amended by the Commission Delegated Regulation (EU) No 2015/2462 of 30 October 2015 amending Delegated Regulation (EU) No 1268/2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union (OJ L 342, 29.12.2015, p. 7).

Regulation (EU, Euratom) No 1295/2013 of the European Parliament and of the Council of 11 December 2013 establishing the Creative Europe Programme (2014 to 2020) concerning the implementation of a support Programme for the European creative sector (Creative Europe) and its corrigendum of the 27/06/2014.

#### **14.5. Contacts**

For any further information please contact your Creative Europe desk:

[http://ec.europa.eu/culture/creative-europe/creative-europe-desks\\_en.htm](http://ec.europa.eu/culture/creative-europe/creative-europe-desks_en.htm)

Contact within the Agency:

[EACEA-CREATIVE-EUROPE-TRANSLATIONS@ec.europa.eu](mailto:EACEA-CREATIVE-EUROPE-TRANSLATIONS@ec.europa.eu)

<b>ANNEX – MANDATORY DOCUMENTS - CHECKLIST</b>
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**Note:** Where documents need to be signed, the signature **has** to be the one of the legal representative of the applying organisation.

**Note:** For documents with an \* mandatory templates are to be found at [http://eacea.ec.europa.eu/creative-europe/funding\\_en](http://eacea.ec.europa.eu/creative-europe/funding_en)

<b>Attached to the e-form:</b>
<input type="checkbox"/> Detailed description of the project
<input type="checkbox"/> Budget form* (Excel)
<input type="checkbox"/> Signed declaration on works to be translated*
<input type="checkbox"/> Signed declarations on honour on legal status and operational and financial capacity* and concerning exclusion criteria* (only if grant > EUR 60 000)
<input type="checkbox"/> Signed financial identification form* and the required annexes
<input type="checkbox"/> Signed legal entity form* and the required annexes
<input type="checkbox"/> Financial capacity form* (only if grant > EUR 60 000)
<input type="checkbox"/> Financial statements for the last two financial years for which the accounts have been closed (only if grant > EUR 60 000 and for FPA)
 <b>To be provided upon request</b>
<input type="checkbox"/> Electronic copy of books proposed for translation. If an electronic copy is not available when requested, an electronic scanned copy of the covers and the first and last 20 pages of books can be accepted.
<input type="checkbox"/> Statutes of the applying organisation
<input type="checkbox"/> Copies of activity reports of the last two years (only if grant > EUR 60 000)
<input type="checkbox"/> External audit report produced by an approved external auditor, certifying the accounts for the last two available financial years for FPA only