

## ***EU Programme Creative Europe - CULTURE***

### *European Cooperation projects*

# ***Frequently Asked Questions***

Please find below frequently asked questions on the EU Programme Creative Europe:

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For open questions please contact:

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These FAQs are intended to provide information on the Creative Europe programme and to assist applicants when drawing up their application. They are not exhaustive and do by no means replace the official EACEA Guidelines and grant agreements.

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## ***1) For Newcomers***

### ***The Creative Europe Programme description***

#### **What is Creative Europe about?**

Creative Europe is the European Commission's framework programme for support to the European cultural and creative sectors. The general objectives of the programme are to safeguard, develop and promote cultural and linguistic diversity and to strengthen the competitiveness of the European cultural and creative sectors. Creative Europe consists of the Culture and MEDIA sub-programmes and a cross-sectoral strand. The total budget available for seven years amounts to around € 1.5 billion (MEDIA: € 824 million, Culture: € 455 million, cross sectoral strand € 184 million - guarantee facility: € 121 million, transnational cooperation measures: € 63 million).

The Directorate General for Education and Culture (DG EAC) is the executive branch of the European Union responsible for policy on education, culture, youth, languages, and sport. See [http://ec.europa.eu/programmes/creative-europe/opportunities/index\\_en.ht](http://ec.europa.eu/programmes/creative-europe/opportunities/index_en.ht)

EACEA is entrusted with the implementation of programme and activities on behalf of the European Commission. See [http://eacea.ec.europa.eu/creative-europe\\_en](http://eacea.ec.europa.eu/creative-europe_en)

The Creative Europe Desks are the national advisory and information service for the Creative Europe programme having a seat in each participating country. See [http://ec.europa.eu/programmes/creative-europe/tools/creative-desks\\_en.htm](http://ec.europa.eu/programmes/creative-europe/tools/creative-desks_en.htm)

### **What are the programme priorities for cooperation projects within the Culture sub-programme?**

The Culture sub-programme provides financial support for projects with a strong European dimension, aiming to share cultural content across borders. This funding scheme has the following priorities: transnational mobility, audience development, digitisation, new business models, training and education. Projects must focus on a maximum of 3 out of 5 priorities.

### **What are the funding schemes available in Creative Europe's Culture sub-programme?**

There are four different funding schemes available, these are:

**Cooperation projects:** this funding scheme promotes the circulation of cultural and creative works and the mobility of cultural and creative players. It aims to improve access to European cultural and creative works and extend their reach to new and larger audiences. This scheme is further divided into two: For Smaller scale cooperation projects, there must be at least three cultural organisations involved (one project leader and at least two partners), from at least three different countries participating in the programme. The maximum EU grant available is EUR 200,000 representing a maximum of 60% of the total eligible budget. For larger scale cooperation projects, there must be at least six cultural organisations involved (one project leader and at least five partners) from at the least six different countries participating in the programme. The EU grant available amounts to a maximum of EUR 2 million representing a maximum of 50% of the total eligible budget. The maximum duration of a project is 48 months.

**Networks:** network funding aims to support the professionalisation of the cultural and creative sectors in order to operate transnationally and internationally. Funding proposals must consist of a minimum of 15 member organisations from at least 10 different countries participating in the programme. At least 5 of which must have their legal seat in 5 different Member States or EFTA countries.

**European platforms:** this measure offers action grants to organisations showcasing and promoting European creators and artists, especially emerging talent, through genuine Europe-wide programming. Platforms must consist of a coordinating entity from any of the countries participating in the Culture sub-programme and a minimum of 10 member organisations from at least 10 different countries participating in the Culture sub-programme, including at least 5 from EU member States or EFTA countries.

**Literary translation:** Publishers and publishing houses can apply for the translation and the promotion of a "package" of works of fiction from, and into, eligible languages. The maximum grant is EUR 100,000 which is the equivalent to a maximum of 50% of eligible costs. Translation, PR or distribution costs are eligible. Either the source or the target language must be officially recognised in an EU Member States or an EFTA country.

### **In which way do cooperation projects support film and audiovisual activities?**

Activities dedicated exclusively to the audiovisual sectors are not eligible under the Culture sub-programme. However, audiovisual activities may be eligible as long as they are ancillary to the activities dedicated to the non-audiovisual cultural and creative sectors. For example filming performances to promote and disseminate them, the use of videos in an exhibition, etc are eligible actions within a given project. The use of the audiovisual elements must always be there to support activities aimed at the non-audiovisual cultural and creative sector.

### **What does Creative Europe not fund?**

Activities have to show an impact on a European level. This is why projects purely organised on the national, regional or local level are not funded by the Creative Europe programme.

**Creative Europe is not open to applications from individuals. It does not support cultural investment projects.**

### **Who can submit a project?**

Applications have to be submitted on behalf of organisations as private or public legal persons (e.g. associations, ltd. companies, Universities etc.). Applicants (project leaders and partners) must be active in the cultural and creative sectors and must provide evidence of their existence for at least two years.

Project leader and partners have to show evidence of their activities in the cultural and creative sectors.

The project leader submits the application on behalf of all partners. This is why partners have to sign mandate letters and a cooperation agreement.

Natural persons may not apply for a grant.

### **Which countries can apply for funding from Creative Europe?**

Creative Europe is open to the 28 Member States and to non-EU-countries (EFTA, EU candidate and potential candidate countries and neighbourhood countries). In order to

participate, non-EU-countries have to sign a memorandum with the European Commission and pay an 'entry ticket'. At present, 39 countries participate in the Creative Europe programme. The list is continuously updated.

Please find the list of participating countries on: [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)

### **When and how can I submit a project?**

Applications must be submitted on the basis of calls for proposals. As a general rule, calls are published three months before the deadline. Please find information on the website of the EACEA or contact your national Creative Europe Desk:

[https://ec.europa.eu/programmes/creative-europe/contact\\_en](https://ec.europa.eu/programmes/creative-europe/contact_en)

The indicative deadlines for cooperation projects, networks and platforms until 2020 are listed hereunder (please check our website for exact dates:

[http://eacea.ec.europa.eu/creative-europe/funding\\_en](http://eacea.ec.europa.eu/creative-europe/funding_en))

## ***Cooperation projects – application & selection***

### **Where do I have to send the application?**

The grant application is directly submitted to the EACEA. The application has to be sent via an eForm through an online application system. Online applications have to be submitted by the deadline before 12:00 CET/ CEST.

### **Who decides on the applications?**

The EACEA will first check all applications against formal criteria (eligibility, exclusion, selection). The pre-selected projects are then submitted to a panel of European experts for assessment.

The experts will evaluate the projects on the basis of the award criteria (relevance, quality of the content and activities, communication and dissemination, quality of partnership) and a scoring system. Each application is individually assessed by two experts. If the two experts cannot agree on the evaluation, a third expert is brought in.

Once all experts have assessed the applications a consensus meeting takes place. The discussion is moderated by the European Commission and the EACEA.

Larger scale cooperation projects might be invited for an adjustment phase.

Finally, an Evaluation Committee composed of staff members from the European Commission and the EACEA make a proposal for selection; the authorising officer takes the grant award decision.

The grants are then awarded to the project starting with the highest scores and within the limits of the budget available. Every applicant receives a letter explaining the reasons for selection or rejection. The lists of selected applications are published on the websites of the European Commission and the EACEA.

Successful applicants sign a grant agreement with the EACEA.

### **Can a rejected project be re-submitted at the next deadline?**

This is possible. Applicants may try to re-submit unsuccessful applications at the next deadlines.

Applicants should address the feedback and shortcomings in the rejection letters before re-submitting, to have a better chance at a successful application. Feedback can be discussed with your Creative Europe Desk representatives.

### **How long does this procedure take?**

Please find below an indicative timetable:

- Deadline for submission: October
- Evaluation period: October – March (following year)
- Information of applicants: March
- Signature of grant agreement: May
  
- Start of the action: May – December
- Project duration: max. 48 months

Applicants are recommended to start preparing their project proposals and applications 6 -12 months before the deadline.

## **2) For Applicants**

### ***Application & Registration***

#### **What software programmes / technical requirements do I need on my computer to complete an electronic application?**

Please find information and instructions regarding necessary technical requirements on the website of the EACEA: [https://eacea.ec.europa.eu/documents/eforms\\_en](https://eacea.ec.europa.eu/documents/eforms_en)

## How do I register my association / company and get an ECAS and PIC account?

Please follow the 3 steps below:

### 1) Step 1: Register for the ECAS-Account

ECAS (European Commission Authentication Service) authenticates your identity on European Commission websites. Applicants as well as partners need to register for an ECAS-Account as well as a PIC Code!

→ [Register here as an External](#)

### 2) Step 2: Take a PIC-Code

Enter your ECAS Login-Data into the Participant Portal of the EACEA in order to receive your PIC number (Participant Identification Code). Insert your organisation's data and upload your documents.

→ [Follow to the Participant Portal](#)

*NOTE: the Participant Portal is a central registration system used by European Commission services. Please use only one PIC per organisation.*

## Where can I find the application form?

Once all partners involved in the project have their PIC, the eForm can be generated on the Participant Partnership Management Tool: <https://eacea.ec.europa.eu/PPMT>

### 3) Step 3: Generate the application form

By means of the PIC you can generate the electronic application form (eForm) on the website of the EACEA. In order to do so, applicants need the PIC-numbers of their partners. Revision or updating of the list of participating organisations is possible. Create a new application form by clicking on "Create a new application form".

→ [Create a new application eForm](#)

Please find further information in the "guide for applicants" which provides practical guidance on how to apply. We also recommend that prospective applicants read the eForm User Guide. Both documents are published with the respective call.

## Where can I find a checklist of mandatory documents to hand in with an application?

The check list regarding mandatory documents can be found on the last page of the "guidelines". The list explains which documents have to be attached to the e-Form. In addition, you may find more detailed information in the "guide for applicants".

The documents mentioned above and the respective forms (e.g. declaration on honour, mandate ...) which need to be attached to the application are published with the call for proposals.

### **What more is there to know about the mandatory documents for electronic submission?**

The application has to be sent in electronic form (eForm & annexes).

The checklist regarding mandatory documents for the electronic submission is to be found on the last page of the “guidelines”. A more detailed explanation can be found in the “guide for applicants”. Both documents are published online with the call for proposals. Here is some useful information:

Financial Identity Form (banking information of the applicant): bank statements on headed paper are accepted besides the stamp and signature on the form (see information on the financial identification form)

Electronic signatures: It is best to print, sign and scan, but the EACEA accepts electronic signatures as well.

Monochrome or colour: documents scanned in black and in colour are both accepted.

### **Whom can I contact about technical issues regarding my eForm or my online application?**

If you cannot find the answer to your technical (IT-related) query or problem either in the relevant User Guide or the general advice notes published on this webpage, please contact the Agency's technical HelpDesk:

Telephone hotline: +32 229 90705

Email address: [EACEA-HELPDESK@EC.EUROPA.EU](mailto:EACEA-HELPDESK@EC.EUROPA.EU)

Please find further information on the website of the EACEA:

[https://eacea.ec.europa.eu/documents/eforms\\_en](https://eacea.ec.europa.eu/documents/eforms_en)

### **What is the difference between the Legal Representative and the LEAR?**

The applicant does not need to indicate a legal representative while registering in the participant portal. The legal representative (authorised signatory) should be indicated in the respective eForm.

Apart from the legal representative, the organisation is requested to appoint a LEAR (which stands for: Legal Entity Appointed Representative). To clarify:

The LEAR is the person who is authorised to modify data linked to your organisation (your PIC) in the Participant Portal;

The person appointed as the LEAR does not need to be the legal representative of the organisation, nor the contact person of the entire project; but can be any person working in the organisation who has been formerly appointed by its legal representative as LEAR.

**Is there any limitation or expiration date, for example with the Legal Entity Form uploaded to the portal (e.g. Legal Entity form already uploaded to the portal, and there were no changes regarding legal representative of the organisation etc..)?**

Applicants are requested to upload documents to the participant portal which are, maximum, 6 months old. Should an applicant already have a validated PIC number, they can apply whenever they choose, ensuring that the information requested is still up-to-date. If no changes have occurred, there is no need to upload a new legal entity form.

Should a project be selected and the PIC has not yet been validated, the applicants will have to re-upload all documents that are older than 6 months.

**Must every partner upload a Legal Entity Form to the portal?**

Yes, every partner must upload a Legal Entity Form to the portal.

**How can I make changes in the Participant Portal or upload new documents?**

- Please enter the Participant Portal; register by entering your data:  
<https://ec.europa.eu/education/participants/portal/desktop/en/organisations/register.html>
- Below on the left-hand- side you will find the button “Modify registered data”;
- Click on “My Organisation option”, enter the portal;
- Click on the button “MO” (modify organisation)
- Use the same procedure for uploading documents

**What are frequent formal mistakes?**

- The application is submitted after the deadline;
- Signatures are missing or are not provided in the original;
- Documents are signed by somebody other than the legal representative;
- There is an insufficient number of co-organisers;
- The project leader / partners are individuals (not legal persons);
- Missing documents, e.g. part of the declaration on honour is missing or the use of the wrong template;
- No EU grant amount or incorrect EU grant amount indicated in the declaration on honour;
- The budget is not balanced or incomplete;
- The project starts after the last possible date specified by the EACEA;
- The required annexes have not been submitted;

## **Cooperation Projects: general questions**

### **What is the role of the project leader and the partners?**

The project leader and the partners must be organisations active in the cultural and creative sectors. They must have a concrete and essential involvement in the design, implementation and financing of the project.

The lead partner submits the grant application to the EACEA, and performs a coordinating role (e.g. communication with all partners and the EACEA, executes the transfer of EU funds to the partners) and bears the main responsibility for carrying out the activities in accordance with the grant agreement. If a grant is awarded, the applicant signs the agreement with the EACEA.

Roles and duties of coordinator and partners must be clarified in a cooperation agreement.

### **What is the role of the “unofficial partner” (formerly associated partner)?**

Unofficial partners take part in the project without being legally and financially responsible. They participate, for example for reasons of know-how and exchange. In the eventuality of unofficial partners contributing any form of financing to the project, this must be listed as contribution from private or public sources (in the revenue part of the budget). Unofficial partners are indicated in the eForm, Part D and in the detailed description of the project.

### **Why is a mandate letter needed?**

Each partner has to sign a mandate letter confirming their participation in the project. By signing this letter, partners give legal authority to the project leader for acting on their behalf in the cooperation project.

In the mandate partners must mention their personal contribution (self – financing) in the project.

### **What more is there to know about self-financing?**

Self-financing is the amount or the portion of the total project cost which the coordinator and the partners contribute to the project, e.g. paid staff working for the project. If the contributions from public and private sources are already secured, it is useful to provide proof of this in the application, as this will have a positive impact on the financial capacity calculation.

Self-financing in the mandate is supposed to be secured. If you contribute less than declared, the EU grant might decrease.

Personal contribution (self-financing) can indeed be 0. This is not a problem.

### **Can a sole proprietor be an eligible applicant?**

It depends. If a sole trader fills in a declaration of personal income tax each year they are not eligible; if this is not the case, then they are eligible.

### **What should a cooperation agreement stipulate?**

For a cooperation project, the consortium (project leader & partners) needs to conclude a cooperation agreement. It should specify in a legally binding form, everything which is of importance to the cooperation and which should be complied with (the partners involved, roles, activities, financing, duration ...). It should clearly describe the tasks and roles carried out by each partner as well as financial contributions. It should contain:

- A clear description of the project and project activities;
- Roles and obligations of partners (plus possible sanctions);
- Financial issues (contribution, budget split among the partners, pre-financing, split of indirect costs);
- Legal aspects (duration, liability, breach of contract, termination, dispute resolution ...);
- The application form or the future grant agreement can be a cooperation agreement annex;

It is highly recommended to extend the duration of the cooperation agreement beyond the end date of the project to cover the period needed to report back to the EACEA (final report to be submitted at the latest 2 months after the end of the project).

### **In which language(s) can the application be submitted?**

The application must be drafted in one of the EU official languages. It is however recommended to submit an application in English.

### **Can the project proposal be submitted to several EU programmes at the same time?**

Any one project cannot be financed through funds obtained from more than one EU programme. It is possible to apply to other EU funding programmes than Creative Europe. In the eventuality of two awards, one project must be withdrawn (exclusion of double funding).

In certain instances, which entail very comprehensive projects, individual components may be considered as separate projects and submitted as such. In that case, the project must be split into recognisable parts and any suspicion of double financing must be excluded.

### **How do applicants cater for changes made during project implementation?**

Throughout the duration of the project we recommend that applicants keep close contact with their project officer at the EACEA. If any changes occur (timetable, partners, cost distribution ...) the EACEA should be notified and approval should be sought. Otherwise, difficulties might arise with the payment of the last instalment.

Any request for amendment shall be submitted on behalf of the coordinator in due time, at the latest, one month before the end of the eligibility period.

## **Financial issues**

### **Which costs are eligible?**

Eligible costs have to correspond to eligible activities in connection with the action. They are incurred by the beneficiaries during the duration of the grant agreement and they are indicated in the overall budget of the action. They have to be recorded in the accounting records of the beneficiaries and comply with the principles of sound financial management. Eligible direct costs are in essence: costs directly linked to the project activities, communication, promotion and dissemination, travel and subsistence costs, staff costs including social security contributions, indirect costs.

Depreciation of equipment and non deductible VAT are eligible. Contributions in kind or exchange losses are not eligible. Please find detailed information on the eligible and non eligible costs in the guidelines which are published with the call for proposals.

### **What is the period of eligibility of expenditure?**

Costs are considered eligible if they concern project activities falling within the “eligibility period” as encoded in the application form (start date - end date of the project). Each call for proposals defines an indicative timetable (deadline for submission, information of applicants, signature of agreements, starting dates of the action).

If a cooperation project is submitted on 5 October, the evaluation period will take about 6 months. Applicants will be informed in the month of March of the following year. After the signature of the grant agreements with the EACEA, small projects may commence between May and December; larger projects between June and December.

The overall duration of projects is max. 48 months.

### **Are preparatory costs eligible?**

Costs related to the preparation of the action cannot be funded. Only costs incurred during the eligibility period are eligible.

### **What is the percentage of the grant I receive from the EACEA? How can I finance the rest?**

An EU grant is a financial contribution intended to help achieve EU policy objectives. The EACEA will award a grant of up to 60% (for small cooperation projects) and up to 50% (for large cooperation projects) of the total eligible project budget. The project organisers must

cover the remaining 40% or 50% respectively through other sources of funding (public bodies, sponsors, own funds, revenues)

### **At which point in time do applicants have to show evidence of co-funding?**

The evidence may be requested at the commitment phase or at the final report stage.

### **In which currency shall I draw up my budget?**

The estimated budget must be drawn up in Euro. Applicants not based in the Eurozone shall convert costs incurred in another currency into Euro. They must use the exchange rate published in the Official Journal of the EU on the month of the publication of the call for proposals:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)

### **On whose name must invoices be issued?**

Invoices have to be issued on the name of the lead partner or the partners. It is recommended that they include a reference to the project (title, grant agreement number, etc.).

### **Are there any guidelines for travel costs?**

Organisations should use their own daily allowance rates to calculate travel costs. However, these must not be higher than the maximum amounts fixed by the European Commission published together with the call for proposals. The following travel costs are eligible:

- flights: economy class ticket
- train: 1<sup>st</sup> class ticket
- car: mileage allowance, € 0,22 or higher national rate if proof of this rate is provided
- taxi: costs are usually not eligible as they are part of daily allowance rates. The use of taxis must be avoided (exceptions: when travelling early in the morning or late in the evening).

Fuel costs are accepted with car rental. Both evidences (invoice of rental company + fuel tickets or mileage allowances) are possible but only one way of payment can be declared (real costs or allowances).

### **What is considered as contribution in kind; and is contribution in kind eligible?**

Contribution in kind is any non-cash contribution to the project by the project leader or the partners or a third party. It has a measurable cash value but it is not paid for by the project leader or the partners. Examples are contributions in the form of durable goods and equipment, disposal of premises, voluntary work and sponsoring of goods.

Rooms and musical instruments made available free of charge are regarded as contribution in kind and should not be encoded in the budget. If you wish to give evidence of contribution in kind, you can point it out in the detailed project description and in the cooperation agreement.

### **Which are the eligible costs related to third countries?**

Project activities 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 including travel costs to third countries). Organisations from third countries may join as associated partners. The relevant costs incurred by the project leader and / or the partners, must not exceed 30% of the total eligible budget. In the budget, the costs of a third country partner must be paid or refunded by one of the partners in order to be eligible.

**In which way must I prove that indirect costs are limited to 7%?** A flat-rate amount, not exceeding 7% of the eligible direct costs of the project, is eligible under indirect costs. Indirect costs do not need to be detailed at the final report stage. However, the costs must have been recorded in the accounting system of the beneficiaries and must be traceable and verifiable in case of an audit.

### **What is important to know about sub-contracting?**

Sub-contracting means the procurement of goods, works or services (implementation contracts) when the implementation of the project requires it. Sub-contracting may concern only supporting activities. It may only cover a part of the action while the beneficiaries remain legally and financially responsible for the project.

As a basic principle, national sub-contracting rules have to be applied. Beneficiaries must obtain competitive tenders and take care to avoid conflict of interest. The decision shall be taken for the bid offering best value for money or, as appropriate, the bid offering the lowest price. The documentation shall be retained for the event of an audit.

In the event of sub-contracting exceeding EUR 60,000, the beneficiaries must clearly document the tendering procedure, submit a copy of the relevant documents together with the final report at the end of the action and retain the documentation in the event of an audit.

There is no total limit for subcontracting activities.

### **How does the EACEA assess the operational capacity?**

Applicants must have the professional competencies and appropriate qualifications to implement the project. The EACEA assesses the operational capacity on the basis of activity reports and the partnership information including CVs. The applicant must be also operational for at least 2 years with a proven track record.

### **What happens if the EACEA states that the financial capacity of the project leader is not sufficient?**

In order to implement the project, applicants must have stable and sufficient sources of funding. The EACEA assesses the financial capacity on the basis of the declaration on honour and the financial statements (balance sheets including profit and loss accounts).

In case the financial capacity is not considered sufficient, the EACEA

- may request a guarantee issued by a bank or a third party;
- or offer a grant agreement without pre-financing making interim payments on the basis of eligible expenses matching payment with delivery.

### **Who needs a Financial Capability Form?**

The financial capability form is needed for project leaders as private legal entities applying for a grant of more than € 60,000. This form is not required for public bodies.

### **What more is there to know about the Financial Capability Form?**

Applicants (apart from public organisations) have to fill in the Financial Capability Form. It is recommended to consult one's own accountant. Here is some explanation that may provide help for the completion of the form:

- Equity capital: money raised for the organisation by selling shares or by keeping some of the money earned by the organisation. This is located at the top of the balance sheet of liabilities.
- Operating result: the result (profit or loss) earned through an organisation's normal core operations. The value is found by the following calculation: operating revenue - operating expenses - depreciation and amortisation.
- Depreciation allowance recorded as operating expenses: This is not related to indirect costs. Buildings, machinery, equipment, furniture, fixtures, computers, outdoor lighting, parking lots, cars, and trucks are examples of assets that will last for more than one year, but will not last indefinitely. During each accounting period (year, quarter, month, etc) a portion of the cost of these assets is being used up. The portion being used up is reported as depreciation expense on the income statement. In effect depreciation is the transfer of a portion of the asset's cost from the balance sheet to the income statement during each year of the asset's life.

## **Implementation**

### **When and how will the grant be disbursed?**

A pre-financing payment arrives in max. 30 days after the grant agreement has been signed with the EACEA. The following payments are made after recognition of the final or interim reports by the EACEA.

The entire grant will be paid out by the EACEA to the project leader. He is responsible for ensuring the correct use of funds and for due accounting of the project. As agreed in the cooperation agreement the project leader will distribute the grant awarded among the individual partners.

Depending on the duration of the project, the grant will be paid in two (project duration of up to 24 months) or three (project duration of up to 48 months) instalments.

### **Is there any ceiling regarding budget contribution among partners within a cooperation project?**

There is no ceiling concerning the partners' contribution to the project. Example: it is possible for the project leader to apply for 80% of the budget while the other 5 partners apply for 4% each. It is also possible that one or more partners add no self-financing or no contribution to the project. However, the partnership should be balanced and each partner should be actively involved in the project.

### **When does the Final Report have to be submitted and how is the final payment calculated?**

After completion of the project the project leader has to submit to the EACEA the following documents accompanied by a request for payment of the balance:

- A final report on the implementation of the results;
- A final financial report of costs actually incurred (consolidated costs and statements of amounts claimed by each beneficiary);
- An audit report depending on the amount of the EU grant (type I or II).

You can find important information and forms regarding the reporting procedure including an e-tutorial on financial management and reporting at the EACEA website beneficiary space: [http://eacea.ec.europa.eu/creative-europe/beneficiaries-space/cooperation-projects\\_en](http://eacea.ec.europa.eu/creative-europe/beneficiaries-space/cooperation-projects_en)

The final payment will be made after the approval of the EACEA of the Final Report. The deadline for submission of these documents is usually two months after the end of the project.

### **What is an audit?**

An audit serves as verification for the diligent use of public EU funds. For an EU grant of more than € 60,000 a “report of factual findings on the final financial report – type I” has to be produced by an independent auditor. For a grant of more than € 750,000 a “type II” report is needed.

Costs of the audit are eligible. Don't forget to foresee them in your budget form upon application.

The audit has to be undertaken by one auditor for the whole project consortium.

Apart from that, the EACEA and/ or the European Commission may carry out technical and final checks and audits in relation to the use of a specific grant. They may be undertaken by its own staff or commissioned to an external body (auditor).

### **Do partners need to integrate audit costs or will these costs be located in the budget of the project leader?**

The audit has to be based on the project leader's accountancy. All the supporting documents of the partners have to be sent to the project leader. No individual audit is necessary for each partner.

### **Which costs related to the final report are eligible after project conclusion?**

*"Eligible costs are incurred during the duration of the action as specified in the grant agreement, with the exception of costs relating to the final reports and the report of factual findings of the final financial report" (guidelines p. 17).* This means that limited staff costs (exclusively linked to the preparation of the final report) and audit costs are eligible even though the audit can only occur after the project is finished.

### **What happens if the actual cost of the project is different from the estimated costs?**

The exact amount of the grant is specified in the agreement concluded between the applicant and the EACEA. The agreement stipulates the percentage (which is fixed) to which the grant contributes to the total project cost. The grant will be automatically reduced if the project cost is reduced. Neither the grant amount nor the EU percentage can be increased.

### **To which extent are transfers between budget chapters possible?**

Budget transfers between budget categories are limited to 10% of the estimated eligible total costs of the action.

In the case of major modifications to the budget during the implementation of the project, these have to be approved by the EACEA. They will not be accepted retrospectively. The exact conditions are specified in the agreement with the EACEA.

### **Where can I find the Programme logo?**

Please find the Creative Europe logo on the website of the EACEA:  
[https://eacea.ec.europa.eu/about-eacea/visual-identity\\_en](https://eacea.ec.europa.eu/about-eacea/visual-identity_en)

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