



CREATIVE EUROPE

Culture Sub-programme

SUPPORT TO LITERARY TRANSLATION PROJECTS

GUIDELINES

November 2014

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Annex 1 Glossary

Annex 2 Mandatory documents - checklist

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

http://eacea.ec.europa.eu/creative-europe/funding/literary-translation_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)¹.

The European Commission is responsible for the implementation of the Creative Europe Programme (hereafter "the Programme") and for the decision to grant individual European Union 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.

General background information about the Creative Europe Programme can be found at:
<http://ec.europa.eu/creative-europe/>

2. OBJECTIVES AND PRIORITIES

2.1 Objectives and priorities

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

- to support cultural and linguistic diversity in the Union and in other countries participating in the Culture Sub-programme of the Creative Europe Programme;
- to promote the transnational circulation of high quality literary works, as well as to improve access to these literary works in the European Union (hereafter "the EU") and beyond and to reach new audiences.

The priorities of the support for literary translation projects are:

- Supporting the circulation of European literature with a view to ensuring the widest possible accessibility;
- Supporting the promotion of European literature including the appropriate use of digital technologies in both the distribution and promotion of the works;
- Encourage the translation and promotion of high quality European literature in the long term.

Raising the profile of translators is an additional priority of this scheme. For that reason, publishers will be required to include a biography of the translators in each translated book.

Translations from lesser used languages² into English, German, French and Spanish (Castilian) are encouraged as these may contribute to a wider circulation of the works.

In addition, the translation and promotion of authors who have won the EU Prize for Literature (see <http://www.euprizeliterature.eu>) are encouraged.

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

2.2 Targeted projects

¹ 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).

² Lesser used languages include all the languages officially recognised in EU Member States, except English, German, French and Spanish (Castilian).

In order to encourage the priorities listed above, the literary translation scheme will offer co-financing for the translation, publication AND promotion of a "package" of European works of fiction from and into eligible languages.

Projects should include the appropriate use of digital technologies in their strategy and contribute to an enlargement and renewal of the public for European literary works of fiction.

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

Category 1 – Two year projects

- Every year up to 2020, two year projects for which the maximum grant per project is EUR 100 000.

OR

Category 2 – Framework partnership agreements

- For the calls for proposals published in December 2013 and in November 2016, framework partnership agreements³ for respectively three years and four years. The maximum grant per specific agreement awarded under the framework partnership agreement will be EUR 100 000 per year.

NB : the specific elements of these guidelines only applicable to Framework partnership agreement are highlighted in grey in the rest of the document

3. TIMETABLE

The indicative timetable for the call for proposals for -2015 is the following:

For category 1 - two year projects (annual calls):

Publication of the call for proposals	Deadline for submission	Evaluation period	Information to applicants	Grant agreements /decisions	Start date of the action
November 2014	Wednesday 4 February 2015	4 months	June 2015	July 2015	Between September 2015 and December 2015

The indicative timetable for the following years for the duration of the Programme is:

For category 1 - two year projects (annual calls):

Publication of the call for proposals	Deadline for submission	Evaluation period	Information to applicants	Grant agreements /decisions	Start date of the action
November of year n-1	First Wednesday of February of year n	4 months	June of year n	July of year n	Between September of year n and December of year n

³ See section 9.1.2 for more information on the functioning of framework partnership agreements.

For category 2 - framework partnership agreements:

Publication of the call for proposals	Deadline for submission	Evaluation period	Information to applicants	Framework partnership agreements	Start date of the action
November 2016	First Wednesday of February 2017	4 months	June 2017	July 2017	Between September 2017 and December 2017

If the deadline for submission falls on a public holiday in the applicant's country, no extension will be granted. Applicants must take this into account when planning their submission.

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.

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);
- and accompanied by an application package sent by post or by express courier service by the deadline (the postmark serves as proof for post and the registered delivery receipt of the mail service serves as proof for express courier service).

Please note that only typed applications will be considered.

The application package must include an official letter (cover letter) signed by the legal representative of the applicant organisation, as well as all other mandatory documents (see list in Annex 2).

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

In order to submit an application, applicants and members 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 or member 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 and members, 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/EC⁴;
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 Union 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.

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: <http://ec.europa.eu/culture/creative-europe/documents/eligible-countries.pdf>

6.2 Eligible applicants

6.2.1 Applicant organisations must be publishers or publishing houses active in the publishing sector. Proof of this activity will be required (such as for instance statutes).

6.2.2 When submitting their application, applicant organisations must be in a position to demonstrate their existence as a legal person for at least 2 years on the date of the deadline for submission referred to in section 3 of these guidelines.

Natural persons may not apply for a grant.

⁴ 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).

6.3 Eligible projects

For calls published in 2014 and 2015 applicants can only apply for the category 1.

For the call to be published in 2016 applicants will have to choose to apply under either category 1 or category 2 depending on the duration, needs, nature and objectives of the project,

NB : regardless of the category 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 both 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, distribution and promotion of the translated package of works of fiction

6.3.2 Category 2 - Framework partnership agreements

A call for proposals was launched in 2013 for establishing 3-year framework partnership agreements. A new call is foreseen in 2016 for establishing 4-year framework partnership agreements:

- The application for the framework partnership agreement must include an action plan covering the entire duration of the agreement. The action plan shall be based on a long term strategy for the translation, distribution and promotion of the translated package of works of fiction
- The projects covered by the framework partnership agreement must consist in both the translation and promotion of a package of 5 to 10 eligible works of fiction per year from and into eligible languages. For the subsequent 2 years (2014 applications) or 3 years (2017 applications), applicants selected under a framework partnership agreement will be invited by the Agency to submit a proposal for the translation and promotion of a package of 5 to 10 eligible works each specific year.
- The specific annual grants awarded under the framework partnership agreement to support the project shall not exceed EUR 100 000.

The action plan and the proposed translation and promotion of a package of 5 to 10 eligible works for the first year will be assessed according to the criteria laid down in the present guidelines and in particular according to the award criteria laid down in section 8 and following the procedure detailed in section 13.5 of the guidelines. If successful, applicants will be awarded a framework partnership agreement and a specific agreement for the first year.

For the subsequent 2 years (2014 applications) or 3 years (2017 applications), the translation and promotion of a package of 5 to 10 eligible works proposed each year will be assessed annually by the Agency until the end of the framework partnership agreement according to the same award criteria.⁵ Only those applicants who meet the award criteria to the same extent as they did for the award of the framework partnership agreement and the specific agreement for the first year will be awarded with annual specific grants the following years.

6.4 Eligible languages

⁵ See section 9.1.2 for more information on the functioning of framework partnership agreements.

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 5.2 of these guidelines.
- - In addition, either the source or the target language must be officially recognised in one of the countries referred to in paragraphs 1, 3 or 4 of section 5.2 (EU, EFTA/EEA countries or Swiss Confederation)
 - “Officially recognised languages” are those defined by the Constitution or the basic law of the respective country.
- Translations from Latin and ancient Greek (source language) into officially recognised languages of one of the eligible countries referred to in paragraphs 1, 3 or 4 of section 5.2 (EU, EFTA/EEA countries or Swiss Confederation) 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 and publication must have a cross-border dimension. Hence the translation and/or publication of national literature from one official language into another official language within the same country is not eligible.

6.5 Eligible works

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 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 5.2 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 respect a 50 year time limit since the last translation, explain the expected impact on new readers, and provide a convincing explanation of the need for a new translation into the specific target language.

The application package must contain, amongst other documents listed in Annex 2, a declaration on works to be translated which must follow a mandatory template.

In case of selection, the beneficiaries will have to demonstrate that they own the necessary rights relating to the works proposed for translation, as well as submit the signed contracts with the translators. The beneficiaries will have to provide the Agency with the formal agreement on rights,

authorising the publisher to translate, print/release and sell the work, as well as the signed contracts with the translators, for each book within 2 months after the date on which they received the notification of the award decision. The books for which the beneficiaries cannot make the formal agreement on rights and the contracts with the translators available within this time limit will become ineligible. If this has the effect of calling into question the award decision in the light of the eligibility criteria, the Agency will not sign the (specific) grant agreement/decision.

6.6 Eligible activities

Eligible activities are 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;

Activities can include such as special events and marketing/distribution organised for the promotion of the translated works 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 translation, publication, distribution and promotion of a package of eligible works, projects can also include the partial translation (translation of excerpts) and promotion of works of fiction from the catalogues of the applicant (not included in the package) to 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 September of year n and December of year n

- However, a Union grant may be awarded for a project which has already begun only if the applicant can demonstrate the need to start the project before the agreement/decision has been signed. In any case, the Agency will have to approve the justification of the need to start the project before the agreement has been signed and the project cannot start before the deadline for submission indicated in section 3 of these guidelines.
- No grant may be awarded retroactively for projects already completed.

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.
- An extension of the eligibility period beyond the maximum duration can only be granted if after the signing of the agreement/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, an exceptional extension to the eligibility period may be granted. 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 must start between September and December of 2014 or 2017, depending on the call for proposals applied for.

However, a Union grant may be awarded for a project which has already begun only if the applicant can demonstrate the need to start the project before the agreement has been signed. In any case, the

Agency will have to approve the justification of the need to start the project before the agreement has been signed and the project cannot start before the deadline for submission indicated in section 3 of these guidelines.

The activities covered by specific agreements for subsequent years⁶ may not overlap with the eligibility period of the previous specific grant agreement.

No grant may be awarded retroactively for projects already completed.

Furthermore, 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.

7. EXCLUSION CRITERIA

7.1 Exclusion from participation

Applicants will be excluded from participation in the call for proposals procedure if they are in any of the following situations:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
- (c) they have been guilty of grave professional misconduct proven by any means which the responsible authorising officer can justify including by decisions of the EIB and international organisations;
- (d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the responsible authorising officer or those of the country where the grant agreement is to be performed;
- (e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;
- (f) they are currently subject to an administrative penalty referred to in Article 109(1) of the Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of October 2012 on the financial rules applicable to the general budget of the Union⁷ (hereinafter "the Financial Regulation").

7.2 Exclusion from award

Applicants will not be granted financial support if, in the course of the grant award procedure, they:

- (a) are subject to a conflict of interests;
- (b) are guilty of misrepresentation in supplying the information required by the Agency as a condition of participation in the grant award procedure or fail to supply that information;
- (c) find themselves in one of the situations of exclusion, referred to in the above section 7.1.

⁶ See section 9.1.2 for information on the functioning of framework partnership agreements.

⁷ OJ L 298, 26.10.2012, p.1

Administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous grant award procedure.

7.3 Supporting documents

Applicants for a grant exceeding EUR 60 000 must sign a declaration on their honour certifying that they are not in any of the situations referred to in the above sections 7.1. and 7.2, filling in the relevant form attach to the application form accompanying the call for proposals and available at http://eacea.ec.europa.eu/creative-europe/funding_en.

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 project.

In this respect, applicants have to submit a declaration on their honour, and, for those applying **for a grant above EUR 60 000 the following documents:**

- 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 project 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.
- Framework Partnership Agreements (FPAs), in addition to the above:

- an audit report produced by an approved external auditor certifying the accounts for the two last financial years available

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

- require a guarantee (see section 10.2 of these guidelines) provided by an approved bank, a financial institution or a joint guarantee by a third party;
- offer 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.

The Agency reserves the right to reject the application if neither of these two options can be implemented, irrespective of the reason.

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	Definition	Maximum points
1. Relevance	Does the application contribute to the objectives and priorities of the scheme?	30
2. Quality of the content and activities	How is the project implemented?	25
3. Promotion and communication	What is the project's approach to promoting the translated works?	20
4. Automatic points:	Number of books that have won the European Union Prize for Literature (EUPL)	25

1. Relevance (30)

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

- What is the added value of the project to support the circulation of European literature in the targeted countries?
- How relevant is the editorial strategy with regard to the circulation of works written in lesser used languages⁸ (including their translation into English, German, French and Spanish (Castilian))?
- How relevant is the distribution strategy to ensuring the widest accessibility of the works, including the use of digital technologies?

⁸ Lesser used languages include all the languages officially recognised in EU Member States, except English, German, French and Spanish (Castilian).

- To what extent will the project explore and introduce innovative business or professional practices in the field 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 work to be translated, the experience of the staff in charge of the project and working arrangements)

- How relevant is the background of the publisher's or publishing house's team taking part in the project, for example, in terms of literary and language skills, organisational skills, marketing skills, track record? To this purpose, the biography of the persons from the publisher or publishing house taking part in the project will be assessed.
- How adapted are the financial and human resource allocations to the different phases of the project? To this purpose the clarity, structure and details of the budget will be assessed.
- How clear and realistic is the time-table for the work programme?
- How high is the literary quality of the works to be translated? To this purpose, the description of the individual works will be assessed.
- How relevant is the experience of the professional translators to the nature of the works to be translated? To this purpose, the biography of the translators will be assessed.

3. Promotion and communication of the translated package (20)

This criterion evaluates the project's approach to promoting and distributing the translated works of fiction within Europe and beyond.

- How clear and appropriate is the promotion strategy, including the definition of objectives, target groups, tools, channels, media and timeline?
- How clear and relevant are the promotional activities, including the use of digital technologies?
- How specifically will 1) translators be promoted and 2) EU support be made visible throughout the duration of the project?

4. Automatic points(25)

The translation and promotion of books that have won the EU Prize for Literature (EUPL) are encouraged. Points will therefore be automatically granted for each book for which its author has won the EU Prize for Literature, up to a maximum of 25 points.

The automatic points to these eligible project applications will be calculated according to the number of EUPL winning books they contain, according to the following table:

- 1-2 EUPL winning books = 10 points
- 3-5 EUPL winning books = 15 points
- 6-8 EUPL winning books = 20 points
- 9-10 EUPL winning books = 25 points

In the case of applications for framework partnership agreements, only the number of eligible works proposed for the first year will be taken into account in allocating the automatic points.

10. FUNDING CONDITIONS

An Union 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 Union grant supplements the applicant organisation's own financial resources, income generated by the action or financial contributions from third parties.

Acceptance of an application by the Agency does not constitute an undertaking to award an Union grant equal to the amount requested by the beneficiary. Furthermore, under no circumstances may the amount awarded exceed the amount requested.

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

10.1 Contractual provisions and payment procedures

10.1.1 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. The strategy for translation, distribution and promotion will also be annexed to the grant agreement/decision.

- 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:

http://eacea.ec.europa.eu/about/documents/calls_gen_conditions/R2_grant-decision-action-mono-en_07-03-2013.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 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. The maximum grant amount will not exceed EUR 100 000.

10.1.2 Contractual provisions for framework partnership agreements

In the event of definitive approval by the Agency of the submitted project, a framework partnership agreement for 2014-2016 or 2017-2020 will be signed between the Agency and the beneficiary. The 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 or 4 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 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.

10.1.3 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 within 30 days from the notification of the grant decision by the Agency, provided all possible requested guarantees are received. 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 interim report when the action has been partly carried out.

The Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the final report (see section 10.4.2 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.

10.2 Pre-financing Guarantee

In the event that the applicant's financial capacity is not satisfactory, the Agency may require any organisation which has been awarded a grant exceeding EUR 60 000 to provide a guarantee in order to limit the financial risks linked to the pre-financing payment.

The purpose of this guarantee is to make a bank, a financial institution or third party stand as irrevocable collateral security for, or first-call guarantor of, the grant beneficiary's obligations.

This financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the EU Member States. When the beneficiary is established in a non EU Member State, the Agency may agree that a bank or financial institution established in that country may provide the guarantee if it 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.

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/decision.

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),
- the International Federation of Red Cross and Red Crescent Societies.

10.3 Principle of non-cumulative award (double funding)

Each action may give rise to the award of only one grant for the same application from the budget of the EU.

To ensure this, applicants must give details in their application form of any other grant requests related to the same action which they have submitted or intend to submit to the EU stating in each case the budgetary year, the budget heading, the Union Programme and the amount requested.

If a proposed action is found – at any stage of the process prior to the signature by the Agency of the grant agreement/decision – to receive funding for parts of the activities proposed from other Union programmes, the Agency will request modifications to the concerned activities, even by reopening an already closed refinement phase, or may reject awarding a grant to the application, notably if changes necessary to avoid duplicate funding would entail unequal treatment vis-à-vis unsuccessful applicants.

10.4 Funding method

10.4.1 Flat-rate grant

Not applicable.

10.4.2 Budget-based financing

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

General provisions

Budget-based grants are calculated on the basis of a detailed estimated budget. The budget attached to the application form must be complete and in balance, i.e. total estimated expenditure must be equal to total revenue, including the grant applied for from the Agency. The budget must indicate clearly the costs that are eligible for EU funding.

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

The budget must be drawn up in euro. Applicants not based in the euro zone must use the exchange rate published in the Official Journal of the Union on the date of publication of the call for proposals.

Part of the total estimated eligible expenses must be financed from sources other than the Union grant. Applicants must indicate the sources and amounts of any other funding received or applied for in the same financial year for the implementation of the action concerned.

The allocated amount may not exceed the amount requested.

The Union grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of receipts over eligible costs incurred by the beneficiary. Where a profit is made, the Agency is entitled to recover a percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the beneficiary. This provision does not apply to grants lower than or equal to EUR 60 000.

Eligible costs

To be eligible for this call, costs must correspond to eligible activities as defined in section 6.7 of these guidelines.

Eligible costs of the action are costs actually incurred by the beneficiary, 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;
- 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 implementation 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;
- 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 (including costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiaries' usual practices and do not exceed the scales approved annually by the Commission), translation and dissemination of excerpts and marketing;
- 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 in the framework of another action receiving a Union grant;
- 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 on the implementation and results of the project ("final technical report") and related documentation including a public summary/report as foreseen in section 12.2 of these guidelines;
- a "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 office.

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

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. The Agency also reserves the right to reduce the amount of the grant if the beneficiary has not fully implemented the agreed action (as set out in the (specific) grant agreement/decision).

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.

11. SUB-CONTRACTING AND AWARD OF PROCUREMENT CONTRACTS

Where implementation of the action requires the procurement of goods, works or services (implementation contracts), the beneficiary must obtain competitive tenders from potential contractors and award the contract to the bid offering best value for money or, as appropriate to the tender offering the lowest price, taking care to avoid conflicts of interests and to retain the documentation in the event of an audit.

Entities acting in their capacity of contracting authorities in the meaning of Directive 2004/18/EC⁹ or contracting entities in the meaning of Directive 2004/17/EC¹⁰ shall abide by the applicable national public procurement rules.

Sub-contracting is the externalisation to a third party of specific tasks or activities which form part of the action as described in the application and which cannot be performed by the beneficiary itself. Sub-contracting 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;
- the estimated costs must be clearly identifiable in the estimated budget.

Sub-contracting shall concern only supporting activities. The beneficiary remains legally and financially responsible for the action. The beneficiary remains liable for the conception and the

⁹ Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts.

¹⁰ Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors.

development of the action, the attainment of its objectives, the implementation of the activities and the use of appropriate tools.

Please note that the Agency will assess and verify the level of sub-contracting activities used by applicants in particular while assessing the operational capacity of the applicant/beneficiary to implement its action.

In the event of sub-contracting exceeding EUR 60 000, the beneficiary 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.

Costs are based on a verifiable estimate or on the basis of an offer.

12. PUBLICITY, COMMUNICATION AND DISSEMINATION

12.1. By the beneficiaries

Beneficiaries must clearly acknowledge the European Union's 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 <*e.g. the format and the logo of the relevant programme/action*>, which will be provided by the Agency.

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 European Union 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 level¹¹ 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.

¹¹ European Union Official Journal L39, of 10 February 2007.

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. 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.¹²

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.

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 Agency's website:

http://eacea.ec.europa.eu/about/documents/calls_gen_conditions/eacea_grants_privacy_statement.pdf

Applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125), or
- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, 20.12.2008, p. 12),

their personal details (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 EWS only or both in the EWS and CED, and communicated to the persons and

¹² Official Journal L 8, 12.1.2001.

entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a procurement contract or a grant agreement or decision.

14. PROCEDURE FOR THE 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 the call for proposals, 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.

In addition to the online form the application package must be sent:

- by post (the postmark serves as proof), by express courier service (the registered delivery receipt of the mail service serves as proof),
or
- delivered in person, by applicants themselves, not later than 16.00 on the set deadline. In the latter case, a receipt must be obtained as proof of submission, signed and dated by the official in the central mail department who took delivery. This department is open from 08.00 to 17.00 from Monday to Thursday and from 08.00 to 16.00 on Friday; it is closed on Saturdays,

Sundays and Commission holidays¹³. For security reasons no applications are accepted at the premises of the Agency.

The application package to be sent to the Agency must include a USB stick or CD-Rom containing all requested documents and mandatory annexes (please see Annex 2).

Application packages are not returned at the end of the evaluation procedure.

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

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

Education, Audiovisual & Culture Executive Agency

Creative Europe Programme (2014–2020)

Culture Sub-programme –Literary translation projects

Avenue du Bourget 1

(BOUR 04/02)

BE – 1049 Brussels

Belgium

14.4 Evaluation procedure

14.4.1 First step of the evaluation procedure: evaluation of the eligibility, exclusion and selection criteria

Only applications that fulfil the eligibility, exclusion and selection criteria will be considered for a grant and will be assessed by experts against the award criteria. If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

Applications which do not fulfil the eligibility, exclusion and selection criteria will be informed in writing.

Applications that fulfil the eligibility, exclusion and selection criteria will be ranked according to the scores obtained for the different award criteria (defined in section 8 of these guidelines). Within the limit of the available budget, applications obtaining the highest scores will be selected.

The assessment will be made solely on the basis of the documents sent by the relevant deadline. Nevertheless, the Agency reserves the right to request additional information from the applicant.

14.4.2 Second step of the evaluation procedure: evaluation of award criteria

This part of the evaluation will be carried out by experts that will be appointed by the Agency further to a call for expression of interest. The conditions to be appointed as expert and the procedure of the call for expression of interest are published on the website of the Agency at: http://eacea.ec.europa.eu/about/call_experts/call_experts_2013_en.php.

a) Individual evaluation

¹³ 1 January (New Year's Day), 2 January (day after New Year's Day), Easter Monday, 1 May (Labour Day), 9 May (Europe Day), Ascension Day, Whit Monday, 21 July (Belgian National Holiday), 15 August (Assumption Day), 1 November (All Saints' Day), 24 December (p.m. – Christmas Eve), 25 December (Christmas Day), 31 December (New Year's Eve).

At this stage the experts are acting individually; they do not discuss the application with each other, nor with any third party. The experts record their individual opinions in a report, giving scores and also comments against the award criteria as defined under section 8 of these guidelines.

Signature of the report also entails a declaration that the expert has no conflict of interest in evaluating that particular application.

b) Consensus meetings

Once all the experts to whom the same application has been assigned have completed their reports, the evaluation progresses to a consensus assessment, representing their common views.

The consensus discussion is moderated by representatives of the Agency and/or the Commission.

The signing by the experts of the consensus report completes the consensus step. Signature of the report also entails a declaration that the experts have no conflict of interest in evaluating that particular application.

14.5 Award decision

The reports of the experts and their opinions will be assessed by an Evaluation Committee. The Evaluation Committee, which is composed of staff from the Commission and the Agency, will make a proposal for the selection to the authorising officer. The authorising officer (from the Agency or from the Commission) remains solely in charge of awarding the grants.

The evaluation procedure will be finalised only after the completion of the above mentioned procedure and the adoption by the authorising officer of the grant award decision.

All applicants will be sent a letter formally informing them of the decision taken by the Agency or the Commission (award decision), as well as of the assessment of the independent experts for each award criterion.

A list of the selected applications will then be published on the Agency's and the Commission's websites/dissemination tool.

Once the award decision is adopted, all the technical, legal and financial issues are verified and agreed upon and a grant agreement is drafted and sent to the selected applicants for signature.

14.6 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)

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)

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).

14.7 Contacts

For any further information please contact your Creative Europe desk:

http://ec.europa.eu/culture/creative-europe/creative-europe-desks_en.htm

Contact within the Agency:

EACEA-CREATIVE-EUROPE-TRANSLATIONS@ec.europa.eu

ANNEX 1 – Glossary

Call for proposals: This is one of the means of implementing EU programmes. A call for proposals is published annually and specifies a number of elements: the objectives pursued and the annual budget allocated to the type of support action concerned, the eligibility, exclusion, selection and award criteria, as well as the relevant supporting documents to be submitted, conditions for obtaining funding from the EU, conditions for the submission of proposals, possible start-up dates for co-financed actions and the timetable for the award procedure. Calls for proposals are published on the website of the institutions of the EU and in the Official Journal of the EU. The conditions published therein are legally binding. For Creative Europe, the present guidelines form the basis for these calls for proposals.

Conflict of interest (Art. 57 of the Financial Regulation applicable to the general budget of the Union):

1. Financial actors and other persons involved in budget implementation and management, including acts preparatory thereto, audit or control shall not take any action which may bring their own interests into conflict with those of the Union. Where such a risk exists, the person in question shall refrain from such action and shall refer the matter to the authorising officer by delegation who shall confirm in writing whether a conflict of interests exists. The person in question shall also inform his or her hierarchical superior. Where a conflict of interests is found to exist, the person in question shall cease all activities in the matter. The authorising officer by delegation shall personally take any further appropriate action.
2. For the purposes of paragraph 1, a conflict of interests exists where the impartial and objective exercise of the functions of a financial actor or other person, as referred to in paragraph 1, is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with a recipient.
3. The Commission shall be empowered to adopt delegated acts in accordance with Article 210 setting out what is likely to constitute a conflict of interests together with the procedure to be followed in such cases.

Contribution in kind: A contribution in kind is any non-cash contribution to the project by a third party, which can be given a measurable cash value and which is not paid for by the beneficiary (i.e. costs which are not recorded in their accountancy). It may be a contribution in the form of durable capital goods and equipment, putting at the disposal of premises, raw materials, unpaid charity work by a private individual or corporate body, or staff seconded from and remunerated by another organisation (other than the project leader or partners). Contributions in kind shall not constitute eligible costs

Cultural and creative sectors (Art. 2 of the Regulation establishing the Creative Europe Programme): Cultural and creative sectors means all sectors whose activities are based on cultural values and/or artistic and other creative expressions, whether these activities are market or non-market oriented and whatever the type of structure that carries them out and irrespective of how it is financed. These activities include the development, the creation, the production, the dissemination and the preservation of goods and services which embody cultural, artistic or other creative expressions, as

well as related functions such as education or management. The cultural and creative sectors include inter alia architecture, archives, libraries and museums, artistic crafts, audiovisual (including film, television, video games and multimedia), tangible and intangible cultural heritage, design, festivals, music, literature, performing arts, publishing, radio and visual arts.

Eligibility period: The period during which eligible costs can be generated. It is stipulated in the grant agreement/decision.

Public body: Public body means a public sector body or a legal entity governed by private law with a public service mission providing adequate financial guarantees. By public sector body is meant the State, the regional or local government or any organisation governed by public law acting on behalf and under the control/responsibility of the State.

ANNEX 2 – Mandatory documents - checklist
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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

Attached to the e-form:
<input type="checkbox"/> Budget form* (Excel)
<input type="checkbox"/> Signed declaration on works to be translated*
<input type="checkbox"/> Signed declaration on honour on legal status and operational and financial capacity*
<input type="checkbox"/> Signed declaration on honour concerning exclusion criteria* (only if grant > EUR 60 000)
<input type="checkbox"/> Strategy for translation, distribution and promotion of the translated package of works of fiction and biographies of staff.
In the application package:
<input type="checkbox"/> Signed cover letter, including adequate justification in case of early start of the project
<input type="checkbox"/> Electronic copy of all books proposed for translation. If an electronic copy is not available, electronic scanned copy of the covers and the first and last 20 pages books can be accepted.
<input type="checkbox"/> Statutes of the applying organisation
<input type="checkbox"/> Signed budget form*
<input type="checkbox"/> Copies of activity reports of the last two years (only if grant > EUR 60 000)
<input type="checkbox"/> Signed financial identification 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 financial year for which the accounts have been closed (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 (only for applications for a framework partnership)
Uploaded in the Participant Portal:
<input type="checkbox"/> Signed legal entity form* and the required annexes