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Residency Action

Call for Residency Hosts

First call from 15 March to 15 June 2023



Culture Moves Europe

Residency Action Call for Residency Hosts

First call from 15 March to 15 of June



**Willing to host an artistic or cultural residence?
Keep reading, this opportunity is for you!**

This call is directed at legal entities willing to host a residency project for artists and cultural professionals coming from other Creative Europe countries.



Culture Moves Europe

Culture Moves Europe provides mobility grants for artists and cultural professionals (A&CPs) legally residing in one of the 40 Creative Europe countries, and willing to develop a project in another Creative Europe country. It covers the sectors included in the CULTURE strand of Creative Europe: architecture, cultural heritage, design and fashion design, literary translation, music, performing arts and visual arts.

The scheme consists of two action lines¹:

- 1) **Individual Mobility** for individuals and groups of up to 5 persons.
- 2) **Residency** for legal entities to hosts between 1 to 5 artists and cultural professionals.

Specific incentives are proposed to encourage green mobility and ensure inclusion of people of all background active in the cultural and creative field.

This call targets legal entities who regularly organise artistic and creative activities or/and have the capacity to implement an artistic and cultural residency project where artists and cultural professionals from other Creative Europe countries will be participants for 22 days minimum. The legal entities must have the capacity to host a residency project, in terms of facilities, services, staff, and mentoring opportunities.

Culture Moves Europe is fully funded by the European Union and is implemented by the Goethe-Institut.

Timeline

Opening of the Call for Residency Hosts	15 March 2023
Deadline for applications for Residency Hosts	15 June 2023
Evaluation process	June-July 2023
Notification of results	End of July 2023
Deadline for submitting <i>residency info card</i>	15 October 2023
Grant agreement between Goethe-Institut and Hosts	Within 4 weeks from submitting <i>Residency info card</i>
Start and finalisation of the residency project	Within one year after signature of grant agreement by both parties

¹ From 2023 to July 2025, 7.000 artists and cultural professionals will receive a mobility grant (6.000 as part of the Individual Mobility Action and 1.000 as part of the Residency Action)

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Glossary

Applicant: The legal entity applying to receive and handle a residency grant and implement a residency project.

A&CPs: Artists and cultural professionals.

Beneficiaries: The hosts who receive a Culture Moves Europe residency grant in order to invite and host A&CPs.

Creative Europe Countries: Albania, Austria, Armenia, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Tunisia and Ukraine.

Grant agreement: The legally binding contract (including rules, expectations, payment etc.) between the Goethe-Institut and the selected hosts.

Host: Successful applicant who receives a residency grant.

Hosting coordinator*: The main person of contact, from the host party, with the Culture Moves Europe team, from the application phase through to the reporting of the residency project after it has taken place.

Legal entity: An organisation or natural person with a legal status. In this call, legal entities include the following: non-profit organisations, NGOs, public bodies, foundations, companies, self-employed persons, etc.

Legal representative*: The person responsible for signing all official documents, such as the declaration of honour and the grant agreement. This person is legally responsible and liable towards the European Commission and the Goethe-Institut, and has the power to represent the entity.

Mentor*: The person associated to the host (staff member or collaborator) who provides feedback and guidance to the participating A&CPs during the implementation and development of their residency project.

Outermost Regions (OR): French Guiana (France), Guadeloupe (France), Martinique (France), Mayotte (France), Reunion Island (France), Saint-Martin (France), Azores (Portugal), Madeira (Portugal), Canary Islands (Spain).

Overseas Countries and Territories (OCT): Greenland (Denmark), French Polynesia (France), New Caledonia (France), Saint Barthelemy (France), St. Pierre and Miquelon (France), Wallis and Futuna Islands (France), Aruba (The Netherlands), Bonaire (The Netherlands), Curaçao (The Netherlands), Saba (The Netherlands), Sint Maarten (The Netherlands), Sint Eustatius (The Netherlands).

Participant agreement: The legal document (including rules, expectations, payment etc.) between the host and each artist or cultural professional participating in the residency project.

Residency grant: The total amount that the host receives. It includes hosting costs, travel allowance, daily allowance, and top-ups (if applicable).

Residency info card: The online form where selected hosts provide detailed information about their selected A&CPs. This form must be submitted before signing the grant agreement, as it provides the basis for calculating the exact amount of the residency grant and finalising the grant agreement.

Residency project: The residency project presented by the applicant, in the application form, is the general framework/overall project idea for which the A&CPs from Creative Europe Countries will take part.

**The hosting coordinator, legal representative and mentor can be the same person, with 3 roles.*

What is the Residency Action for?

The Residency Action of Culture Moves Europe provides financial support to legal entities (organisations and individuals), interested in hosting artists and cultural professionals (A&CP) for a residency project. The legal entity must be active in at least one of the following sectors: architecture, cultural heritage, design and fashion design, literary translation, music, performing arts, and visual arts. Legal entities must be registered and based in a Creative Europe country, where they will undertake the project.

The action encourages collaboration between hosts, artists and cultural professionals from different disciplines and backgrounds. Through this action, Culture Moves Europe aims to further develop a close-knit artistic and cultural ecosystem across the European Union and beyond.

Hosts can welcome between 1 and 5 A&CPs, who must legally reside in a **different** Creative Europe country than where the hosts are registered and based. The residencies can last a minimum of 22 days up to a maximum of 10 months.

The residency grant contributes to the **travel costs** of the participating A&CPs, as well as the **costs associated with hosting the participants**. The hosts must provide accommodation(s), suitable working space(s), relevant material and equipment depending on the project needs, and professional mentoring. If possible, the hosts must also provide connection to local networks to support the artistic and cultural development, and the visibility, of the participating A&CPs.

The application and funding procedure consists of 2 phases:

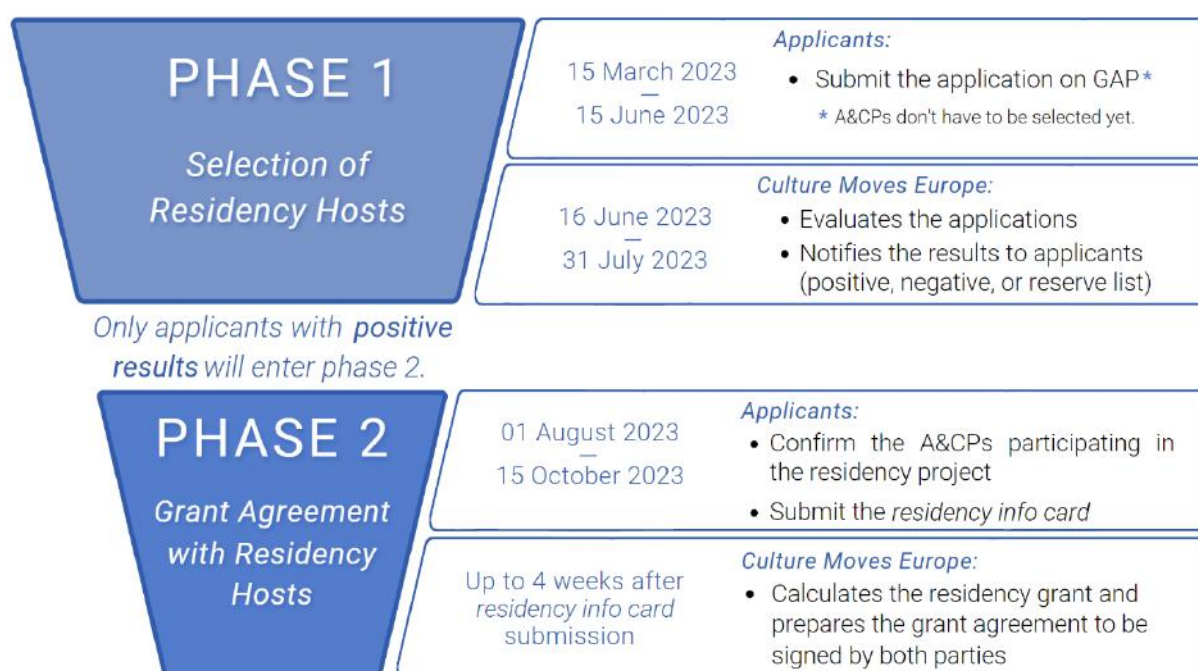


Figure 1. Application and funding: two-phase procedure

Disclaimer: In accordance with the EU Council Regulation 2022/576, Article 51), it shall be prohibited to provide direct or indirect support, including financing and financial assistance or any other benefit under a Union, Euratom or Member State national programme and contracts within the meaning of Regulation (EU, Euratom) 2018/1046, to any legal person, entity or body established in Russia with over 50 % public ownership or public control.

1. Phase 1: Selection of Residency Hosts



1.1. Residency Hosts: Eligibility criteria for applications

Legal Entities & Sectors:	▪ Applicant must be a legal entity, such as a non-profit organisation, NGO, public body, foundation, company, self-employed person, etc. ▪ Applicant must be active in at least one of the following sectors: architecture, cultural heritage, design and fashion design, literary translation, music, performing arts and visual arts. ▪ Applicant must have the capacity (i.e. facilities, services, support from mentor(s), staff) to implement an artistic and cultural residency project in which they host between 1 & 5 A&CPs residing in other Creative Europe Countries. ▪ Applicant can be either a newly founded or a well-established entity. ▪ Culture Moves Europe aims to be accessible to hosts and A&CPs with less experience in international cooperation, and/or who are located in more rural and remote areas, including the Overseas Countries and Territories and Outermost Regions (OCT and OR). ▪ The residency grant <u>cannot</u> be awarded: ○ To applicants who are staff members of the European Commission or the Goethe-Institut. ○ Retroactively for residencies and/or projects already completed in the past or which already started before the signature of the grant agreement.
Countries:	The applicant must be legally registered and based² in one of the 40 Creative Europe countries³: Albania, Austria, Armenia, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia,

² The hosts must be legally registered and based in the same Creative Europe country.

³ More updated information about Creative Europe countries: https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/crea/guidance/list-3rd-country-participation_crea_en.pdf

	Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo⁴, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden and Tunisia and Ukraine. Including their Overseas Countries and Territories (OCTs) and (ORs) Outermost Regions of the European Union: Overseas Countries and Territories: Greenland (Denmark), French Polynesia (France), New Caledonia (France), Saint Barthelemy (France), St. Pierre and Miquelon (France), Wallis and Futuna Islands (France), Aruba (The Netherlands), Bonaire (The Netherlands), Curaçao (The Netherlands), Saba (The Netherlands), Sint Maarten (The Netherlands) and Sint Eustatius (The Netherlands). Outermost regions: French Guiana (France), Guadeloupe (France), Martinique (France), Mayotte (France), Reunion Island (France), Saint-Martin (France), Azores (Portugal), Madeira (Portugal) and Canary Islands (Spain).
Formalities:	- Applications must be written in English. The level of English is not evaluated or taken into consideration, and translation software/tools can be used. - Applicant can submit only one application during each call. Deadline for submissions for this Call is 15 June 2023, 23:59 CEST. - Applicants having previously received an <i>i-Portunus House</i> grant or a Culture Moves Europe <i>Residency Grant</i> are eligible to re-apply, as long as it is for a different project, time-frame and involves different participating A&CPs. Priority will be given to first-time applicants. - Applicants having previously received a grant from the <i>Individual Mobility Action</i> of Culture Moves Europe are eligible to apply to the Residency Action either as host or as a participating A&CP. - Both successful and rejected applicants are able to re-apply to future calls for Residency Hosts (Autumn 2023 and in 2024).

Figure 2. Legal entities' eligibility criteria

⁴ This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

1.2. What is the Residency Project?

Applicants apply with a **residency project**, with a specific concept and objectives, in which the invited A&CPs will take part. As part of the residency project set by the hosts, participating A&CPs are free to develop their own individual project, or to collaborate, depending on their field of expertise and professional needs. Their work must follow the objectives and concept proposed by the host in the application. The aim is for the participating A&CPs to benefit from the environment, equipment and mentorship provided by the hosts, while contributing to the overall residency project with which the hosts applied.

1.2.1. Objectives of the Residency Project

Within the sectors covered by the call, the applicants must **choose up to two of the following objectives** to be reached through the residency project:

1. **To explore:** to conduct research, to investigate and work on a specific theme or a new concept.
2. **To create:** to engage in a collective creative process seeking to produce a new piece of artistic/cultural work.
3. **To learn:** to enhance the participants' competences and skills through non-formal learning⁵ or collaboration with a specialist.
4. **To connect:** to develop a professional network, to strengthen the participants' professional development, to engage with new audiences.
5. **To transform:** to contribute to societal change in line with the New European Bauhaus values and principles.
Applicants who select this objective are expected to implement a residency project in line with the New European Bauhaus (NEB) values and principles explained *here below*.

Please note: the residency grant cannot be used purely to support travel for artists to present their existing work in a professional setting (vernissage, exhibition, concert, performance) at the hosts' premises.

⁵ Education that is institutionalised, intentional and planned by an education provider as an addition, alternative and/or complement to formal education as part of lifelong learning. It is often provided to guarantee the right of access to education for all. It caters to people of all ages, but it may be short in duration and/or low-intensity. Non-formal education is typically provided in the form of short courses, workshops or seminars. It leads mostly to qualifications that are not recognised by the relevant national or sub-national education authorities or it could lead to no qualifications at all. For more information: <https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2012:398:0001:0005:EN:PDF>

The New European Bauhaus (NEB) Residencies:

The New European Bauhaus is a creative and interdisciplinary initiative that connects the European Green Deal to our living spaces and experiences, inviting us to imagine a better future through:

- **3 core values** – beautiful, sustainable, together – and **3 core principles** – a participatory, multi-level and transdisciplinary approach. The [New European Bauhaus Compass](#) is a useful tool providing guidance on how the New European Bauhaus values and principles can be integrated into projects.
- **3 levels of impact:** transformation of places on the ground; transformation of the enabling environment for innovation; and diffusion of new meanings. The key role that culture, and artists and cultural professionals, play to inspire societal change, to question our perspectives and mindsets, and to enable societal change, is recognised in the [Communication on the New European Bauhaus](#).

New European Bauhaus artists' residencies are encouraged to explore how they could contribute to the transformation intended by the New European Bauhaus. This could, for example, concern artistic interventions in the framework of existing New European Bauhaus projects (provided there is no double funding as regards EU financial contributions); exploring novel ways of doing and thinking by combining intangible cultural heritage with technological and creative solutions; or residencies where A&CPs engage with the local community to work on one of the thematic axes guiding the delivery of the New European Bauhaus (i.e. reconnecting with nature, regaining a sense of belonging, prioritising the people and places that need it the most, and the need for long-term, life-cycle thinking in the industrial ecosystem).

Figure 3. New European Bauhaus A&CPs Residencies

1.2.2. Conditions of the Residency Project

Eligible Sectors	▪ The residency project must cover at least one of the following sectors: architecture, cultural heritage, design and fashion design, literary translation, music, performing arts and visual arts. The participating A&CPs are developing their projects from the corresponding sector(s). ▪ A residency project can also be multi and transdisciplinary.
Eligible Objectives (as describe 1.2.1.)	The residency project must cover up to two of the following objectives: 1. To explore; 2. To create; 3. To learn; 4. To connect; 5. To transform (New European Bauhaus objective); The residency grant <u>cannot be used purely to support travel for artists to present their existing work</u> in a professional setting (vernissage, exhibition, concert, performance) at the hosts' premises.

Mentoring activities	The applicant must provide mentoring to participating A&CPs. The mentor provides feedback and guidance during the implementation and development of the residency project. The mentor is associated to the host (as staff member or (external) collaborator) and must have expertise connected to the residency project.
Duration and time frame of the residency project:	▪ The residency project presented by the applicants must last a minimum of 22 days and a maximum of 300 days. ▪ Participating A&CPs should all participate in the residency project at the same time (same dates) and for the same duration. ▪ The residency project of A&CPs must be uninterrupted. Each participant must spend at least 70% of their time at the host's premises working on the residency project. ▪ Culture Moves Europe will support a maximum of 1.000 A&CP participating in residency projects between March 2023 and June 2025. The Residency Action of Culture Moves Europe is divided into three duration categories, and the selection is estimated as follows: ○ Approximately 68% for short-term residencies between 22 days and 60 days. ○ Approximately 22% for medium-term residencies between 61 days and 120 days. ○ Approximately 10% for long-term residencies between 121 days and 300 days. ▪ The residency duration includes the implementation of the residency project, and not the travel time of the participating A&CPs. ▪ Participating A&CPs will be able arrive at the destination country up to 14 days before the start of the residency project and depart up to 14 days after the end of the residency project, depending on their needs, and in agreement with the hosts. However, costs (hosting and daily allowance) <u>are not covered</u> during this additional stay. In addition, hosts are not obliged to provide accommodation and services for this additional time spent in the host country.
Location:	▪ The residency project must be implemented in the Creative Europe country in which the legal entity (the applicant) is registered and based. A legal entity <u>cannot</u> be registered in one country and implement the project in another country. ▪ The residency project must take place in one location. Changes are allowed in very limited and specific cases and must be previously discussed and agreed by the Culture Moves Europe team.

Selection of participating A&CPs:	▪ The applicant must invite at least 1 A&CP and can invite up to a maximum of 5 A&CPs (see 2.2.2.) to participate in the residency project; ▪ The applicant can choose either or both of the options below to select their participating A&CPs: ○ Open call for participants (ongoing or specific for this residency project); ○ Targeted nomination/invitation to specific A&CPs. To ensure transparency and fairness, open calls are encouraged. In the case of targeted nomination/invitation, the reasons for it and the selection criteria must be further justified in the application, by providing for instance an evaluation grid and/or any justification of the decision taken. ▪ The eligibility criteria of participating A&CPs are further clarified in section 2.1.
Participation fees:	A residency project funded by Culture Moves Europe is not allowed to charge the participating A&CPs any fees for services, accommodation, training, etc. However, hosts remain free to keep organising other projects, apart from the one funded by Culture Moves Europe, for which the hosts can apply their own set of rules.
Residency project start and end dates:	The residency project must take place and finish within one year of the signature of the grant agreement.
Double funding:	▪ The applicant should not receive any other funding from the European Union for the same project, the same purpose, and the same dates. ▪ Double funding will lead to exclusion of the hosts and reimbursement of the residency grant.
EU Values:	EU values are at the core of Culture Moves Europe, which is part of the CULTURE strand of the Creative Europe programme of the European Union. Therefore, all beneficiaries and activities (such as the selection process of participants, content and implementation of the residency project) implemented under the Residency Action must respect EU values based on Article 2 of the Treaty on European Union⁶ and the rights and principles enshrined in the Charter of Fundamental Rights of the European Union, particularly Article 21⁷. Any discrimination based on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation shall be prohibited.

Figure 4. Residency project eligibility criteria

⁶ More info: [EUR-Lex - 12012M002 - EN - EUR-Lex \(europa.eu\)](#)

⁷ More info: [Article 21 - Non-discrimination | European Union Agency for Fundamental Rights \(europa.eu\)](#)

1.3. Evaluation Process and Criteria

1.3.1. Evaluation process

The first *Call for Residency Hosts* is open from 15th March 2023 until 15th June 2023 at 23:59 CEST.

The evaluation process lasts approximately 5 to 6 weeks following the closing of this call. It includes the following steps:

- 1) **Eligibility check:** Culture Moves Europe checks that the application is fully completed and complies with the eligibility criteria (see figures 2 and 4), including the supporting documents (see 1.6).
- 2) **Evaluation:** Each eligible application is evaluated by two external experts from the Culture Moves Europe evaluators' pool. Evaluators work independently from one another. Evaluators follow a strict evaluation grid (see figure 5), and sign a declaration of non-conflict of interest. The evaluators are selected for their expertise in the different sectors and from the different countries covered by the scheme.

Please note: Applications with a score of less than 10 points out of 20 (see 1.3.2) will be automatically excluded from further evaluation.

- 3) **Jury:** A jury committee validates the final selection of hosts. The jury is composed of representatives from the European Commission and the Goethe-Institut e.V., and ensures the quality, impartiality and coherence of the selection process. The selected projects will reflect the quality of the application (based on evaluators' score), as well as other criteria such as geographical and sectoral balance.
- 4) **Notification:** The results of the call are communicated individually to applicants via the Goethe-Application Portal:
 - **Positive:** successful applicants are invited to proceed to Phase 2, where they have to select the participating A&CPs and confirm the details of the residency project.
 - **Negative:** ineligible applications, applicants below the selection threshold.
 - **Reserve list:** applicants on the reserve list can be offered to go through Phase 2 and select A&CPs at a later stage, only if previously selected applicants drop out from the funding opportunity. In such cases, the deadline for selecting A&CPs will be determined by Culture Moves Europe. Applicants on the reserve list may be contacted by Culture Moves Europe until 15 November 2023. After 15 November 2023, applicants on the reserve list will be automatically considered as rejected, without any further notification by Culture Moves Europe. Applicants will be entitled to re-apply to other Culture Moves Europe calls.

1.3.2. Evaluation Criteria

The independent experts will assess the following aspects:

Residency preparation and Implementation: (10/20 points)	Premises and services: (5/20 points)
	- Working environment: Is the planning and preparation of the residency project sufficient to accommodate the work and needs of the participating A&CPs? Is the working environment and support offered, including facilities, material and equipment, adequate? - Personal needs: Is there a consistent plan to ensure the safest, most secure, comfortable and fruitful stay for the selected A&CPs? Are the accommodation and hosting services (e.g. kitchen, accommodation, and its distance to the hosts' premises) appropriate and accessible? - Will the applicant provide support for administration/coordination/logistics issues (such as visa support and guidance, local transportation recommendations, etc.) that might arise before and during the stay of the selected A&CPs?
	Selection of artists and cultural professionals: (2/20 points)
	- Will the applicant follow a procedure for the selection of A&CPs that is transparent, fair and accessible? E.g., open call, publication of selection criteria, attention given to A&CPs from marginalised backgrounds, etc. - In case of individual nomination/invitation to A&CPs, are the reasons and selection criteria well justified?
	Collaborative environment: (3/20 points)
	- How will the mentor(s) facilitate the implementation of the residency project and support the professional development of the invited A&CPs? Are the mentor's (or mentors') expertise and experience adapted to the mentoring activities planned? - Will the planned activities of the overall residency project support the collaboration between the participating A&CPs and the hosts?
Residency Project: (10/20 points)	Relevance of the residency project: (6/20 points)
	To what extent is the project connected to the objectives of the residency action? Will the residency allow the invited A&CPs to explore, to create, to learn or to connect internationally, and/or to

	contribute to societal change in line with the NEB's values and principles? ○ NEB residency evaluation: To what extent is the project dealing with the values of beautiful, sustainable and together, as explained in the New European Bauhaus Compass? To what extent does the project adopt a multi-level, participatory and transdisciplinary approach? • To what extent is the residency necessary to achieve the stated objective(s)? Could the same activity be undertaken at a distance, or are physical presence and on-site interaction necessary? Is the requested duration adjusted to the objectives of the project and well justified? • Is the residency project aligned with the applicant's activities, vision, location, capacity and experience?
	Outcomes and impact: (2/20 points)
	• How will the residency project benefit the professional work and development of the host and the participating A&CPs? Is there a plan for the residency project to have long-lasting effects? Will the foreseen outcomes of the project be used in the future by the hosts and the participating A&CPs? ▪ In which ways will the residency project benefit the local and/or broader national/European artistic and cultural ecosystem? • NEB residency evaluation: How will the residency project allow to engage, connect with or impact the local community? To what extent does the residency project support one of the three levels of impacts aimed at by the NEB (see figure 3)?
	Sustainability aspects: (2/20 points) • Will the applicant use green/sustainable materials or incorporate sustainable practices to the project and/or in the facility? • Do the residency's facilities match sustainability criteria (e.g. green energy, recycling, consumption of local product, etc.)?

Figure 5: Evaluation criteria

1.4. What is the Residency Grant?

The residency grant is calculated based on the number of participating A&CPs and the length of the residency project. A budget will be estimated at Phase 1 based on the information provided in the application to the Call for Residency Hosts. The exact amount of the grant will be confirmed after the selection of the hosts, at Phase 2, upon approval of the *residency info card* (see 2.3) and signature of the grant agreement. For more information on the calculation of the support, see Section 2.5.

Please note that Culture Moves Europe operates on a lump sum approach. The amounts indicated below are granted regardless of the actual expenses.

The residency grant is composed of the three following categories:

- A. **Hosting costs:** financial support given to the host to contribute to expenses related to the accommodation of the A&CPs participating in the residency project funded by Culture Moves Europe, and the implementation of the selected residency project. The fixed amount of **€35 per day per participant** supports costs related to the participating A&CPs' accommodation (rent, electricity, water etc.), rent of equipment, fees for mentor(s), etc.
- B. **Mobility grant:** amount to be forwarded by the host to the participating A&CPs:
 - **Travel allowance:** a fixed amount of **€350 or €700 per participant**, depending on the distance. It covers expenses for both directions of travel (from the place of residence to the place of destination, and back to the place of residence).
 - **Daily allowance:** a fixed amount of **€25 per day per participant**, to contribute to the costs, such as food and local transportation, of each participating A&CP during their stay.
- C. **Top-ups:** additional financial support to be paid to each A&CP based on their individual situation and needs. They reflect on the sustainability and inclusion aspects promoted by Culture Moves Europe.
 - **Green top-up:** fixed amount of **€350** per participant **travelling more than 600km** (distance calculated one-way) who choose to take any form of transport other than airplane, from the place of residence to the place of destination, and back to the place of residence.
 - **Visa expenses:** fixed amount of **€80** for expenses connected to visa applications.
 - **OCTs/ORs top up:** fixed amount of **€150** for participants whose place of residence and/or place of destination is an Outermost Region (OR) or Overseas Country and Territory (OCT) (see section 1.1). It covers travel from the place of residence to the place of destination, and back to the place of residence.
 - **Family top-up:** fixed amount of **€100**, for participants who have at least one child below the age of 10, regardless of the number of children and of the child/children joining the residency project.
 - **Disability support:** **up to €75 per day** for participants whose disability affects their ability to carry out their mobility project. Exceptional cases to be communicated with the Culture Moves Europe team.

1.5. Application process: how and when to apply?

Applications must be submitted in **English**, online through the **Goethe-Application Portal** at any time from **15th March 2023 until 15th June 2023 at 23:59 CEST**.

Applicants must first **create an account on the Goethe-Application Portal⁸** and then **fill in the application form online**. The type of account must be “Organisation/Entreprise”. Applicants can edit and save the draft until the final submission, within the indicated deadline.

The application form must include:

	Information	Supporting documents (in pdf.) to be submitted
1	Profile of the legal entity	Proof that the legal entity is registered and based in one of the 40 Creative Europe countries, in which the entire residency project will be implemented. A legal entity <u>cannot</u> be registered in one country and implement the project in another country. The document can be for example: • Valid registration extract; • Decision that establishes the entity as a public body; • Official document attesting the legal entity;
2	Overall experience of the host , including experience organising residencies and other related activities, capacity, premises etc.	A portfolio, or promotional report of the applicant presenting their profile and expertise. E.g. presentation of the legal entity and its mission/vision/purpose, presentation of the founder(s) and the staff and their background (experience, education); If the host is a newly founded entity without any material, they should provide a letter of intention and a plan for their future activities.
3	Profile of mentor(s)	Curriculum vitae (CV) of mentor(s) including relevant skills and experience;
4	Description of the residency project and implementation, including indicative start and end dates, objectives, impact, planned activities, etc.	n/a

⁸ Goethe Application Portal: <https://gap-online.goethe.de/en-US/register>

5	Foreseen number of participating A&CPs, and explanation of the selection process and criteria.	n/a
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The application must be submitted in English, but the supporting documents are accepted in any of the officially acknowledged languages of the Creative Europe countries. Participants may however be requested to submit English translations (unofficial, using online tools) to facilitate the validation process.

Please note: Documents are considered as official when they are delivered by official national authorities. Supporting official documents cannot be replaced by self-declarations or by sworn or solemn statements before judicial or administrative authorities, notaries or public officers.

The Goethe-Application Portal will only allow the submission of **complete** applications. Those with required information fields that are empty or completed with the wrong type of information (wrong data type), and those with missing required documents, will be automatically rejected. Once submitted, the application will not accept changes.

For any technical issue when applying, the applicant must contact the Culture Moves Europe team directly on the email section on the Goethe-Application Portal or via culturemoveeurope@goethe.de.

2. Phase 2: Grant Agreement with Residency Hosts



2.1. Residency Participants: Eligible Artists and Cultural Professionals

Applicants who were selected in Phase 1 will be invited to select A&CPs from Creative Europe countries to participate in their residency project. The process should follow the information and selection process provided by the host in their application and comply with the below eligibility criteria:

Artists and Cultural professionals:	- Aged 18+. - Artists and cultural professionals working individually or in groups. - From all educational backgrounds and levels of experience, from emerging to established A&CPs.
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	▪ Willing to further develop their knowledge and skills and conduct a project in at least one of the sectors covered by the Culture strand of Creative Europe: architecture, cultural heritage, design and fashion design, literary translation, music, performing arts and visual arts. ▪ Culture Moves Europe promotes transnational mobility: participating A&CPs must be legally residing in one of the 40 Creative Europe countries, except the country where the host is based and implementing the residency project. It includes: Albania, Austria, Armenia, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo⁹, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Tunisia and Ukraine; Including their Overseas Countries and Territories (OCTs) and (ORs) Outermost Regions of the European Union: Overseas Countries and Territories: Greenland (Denmark), French Polynesia (France), New Caledonia (France), Saint Barthelemy (France), St. Pierre and Miquelon (France), Wallis and Futuna Islands (France), Aruba (The Netherlands), Bonaire (The Netherlands), Curaçao (The Netherlands), Saba (The Netherlands), Sint Maarten (The Netherlands), Sint Eustatius (The Netherlands). Outermost regions: French Guiana (France), Guadeloupe (France), Martinique (France), Mayotte (France), Reunion Island (France), Saint-Martin (France), Azores (Portugal), Madeira (Portugal), Canary Islands (Spain). ▪ The A&CPs participating in a residency project can come from various Creative Europe countries, so long as each legally resides in those countries. ▪ Participating A&CPs can have the same nationality as the country in which the residency project is implemented, so long as they legally reside in a different country. ▪ Participating A&CPs who have already received a mobility grant under the Individual Mobility Action of Culture Moves Europe are eligible to take part in a residency project supported by the Residency Action of Culture Moves Europe.
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⁹ This designation is without prejudice to positions on status and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

	A&CPs that are staff members of the European Commission or the Goethe-Institut are <u>not eligible</u> to participate as A&CPs in a Culture Moves Europe residency project;
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Figure 7. Participating A&CPs eligibility criteria

In addition to the eligibility criteria, Culture Moves Europe:

- Promotes gender balance and inclusion of artists from minorities and underrepresented groups;
- Offers disability support to artists and cultural professionals whose disabilities affect their ability to carry out the mobility project;
- Aims to be geographically balanced and accessible to A&CPs living in rural and/or remote areas, including overseas countries and territories (OCTs) and outermost regions (ORs) of the participating countries, or in countries where A&CPs have less experience of international cooperation;
- Reaches out to A&CPs who have family responsibilities;
- Gives special attention to emerging artists and cultural professionals.

2.2. Match-making Sessions

Culture Moves Europe will organise match-making sessions in September 2023 to support hosts in disseminating their residency projects and finding international A&CPs interested in taking part in their project. Information will be published at a later stage on Culture Moves Europe's website and social media channels (Facebook, Instagram, LinkedIn, Twitter).

2.3. Residency Info Card

By **15th October 2023 23:59 CEST**, selected hosts must submit the *residency info card* on the Goethe-Application Portal. This step is mandatory to provide more precise information about the residency project and its participants, to calculate the final residency grant, proceed to the signature of the grant agreement and process the first instalment.

The residency info card must include:

	Information	Supporting documents (in pdf.) to be submitted
1	Residency project duration and estimated start and end dates (within one year after signing the grant agreement).	Confirmation of mentor(s)' participation

2	Details about the profile of each selected A&CP: ▪ Personal details (name, place of residence, contact details, etc). ▪ Relevant artistic experience ▪ Short description of the specific project to be developed by each A&CP as part of the residency project;	For each participating A&CP: ▪ ID card (both sides); ▪ Artistic portfolio; ▪ Curriculum vitae (CV)
3	Proof of legal residence (of each participating A&CP) in one of the 40 Creative Europe countries.	One of the below documents: ▪ National identity card or passport; ▪ Residence card/permit; ▪ Notification of refugee status/humanitarian protection; ▪ Other relevant documents
4	Travel plan of each selected A&CP: including the itinerary from the place of residence to the host's location.	n/a
5	Need for top-ups for each A&CP: green, visa, OCT/OR, family top-up and/or disability support.	▪ Family top-up: ID/birth certificate of the child(ren), acknowledgement of paternity. ▪ Disability support: any document proving the disability (e.g. doctor's report, national/official disability card/certificate, etc). Participating A&CPs will communicate their needs directly to Culture Moves Europe team.

Please note: The residency project will be rejected retroactively if the host does not provide sufficient and/or relevant information in the residency info card. Changes between the Application (Phase 1) and the submission of the *residency info card* (Phase 2) are limited. More info Section 2.4.

2.4. Changes between accepted Application and Residency Info Card

Some minor changes might take place between the project submitted in the application and the precise information provided in the *residency info card*. These must be communicated and detailed in the *residency info card*.

A) **Changes with budgetary implications:** If some of the below changes take place, the estimated amount of the residency grant will be recalculated.

- Duration of the residency project:
 - It cannot be longer than initially stated in the application form.
 - It must be the same duration for all participating A&CPs.
 - If the hosts want to decrease the duration, it must remain in the same residency type as stated in the application:
 - Short-term residency project: lasting from 22 days up to 66 days.
 - Medium-term residency project: lasting from 61 days up to 120 days.
 - Long-term residency project: lasting from 121 days up to 300 days.
- Number of participating A&CPs must be confirmed depending on the results of the A&CP selection process organised by the host:
 - Hosts cannot select more A&CPs than initially indicated in the application.
 - With residency projects consisting of more than one A&CP, hosts are allowed to remove only one A&CP.

B) **Changes without budgetary implications:**

- Human resources and mentorship:
 - Hosts are allowed to replace the mentor, hosting coordinator and legal representative. More information must be provided in the residency info card.
- Location of the residency project:
 - The location of the implementation of the residency (both residency work premises and accommodation) cannot be changed.

Changes that may arise after signature of the grant agreement are limited and may require an amendment to the grant agreement. Possible changes must be discussed with the Culture Moves Europe team.

2.5. Calculation of the Residency Grant

As previously mentioned, the residency grant consists of 3 categories: the hosting costs allocated to the hosts, and the mobility grant and top-ups allocated to each participating A&CP and paid via the hosts.

After submitting the *residency info card*, the final residency grant will be **calculated based on the exact** number of participants, days of stay for the residency, travel plan and top-ups to cover the participants individual needs.

Residency grant

Allocated to the host:

A. <i>Hosting costs</i>	Hosting costs: €35 <i>Amount per day, per A&CP</i> <i>Fixed amount to contribute to expenses related to the implementation of the residency project, such as accommodation for the A&CPs, mentor fees, renting equipment, etc.</i>
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Allocated to each A&CP:

B. <i>Mobility Grant</i>	Daily allowance: €25 <i>Amount per day, per A&CP</i>	Travel: €350 or €700 <i>€350 for ≤5.000 km €700 for >5.001 km</i>	
	<i>Fixed amount to contribute to daily expenses.</i>	<i>Fixed amount for round-trip. Travel distances are calculated from the place of residence of the A&CP to the place of destination (one way).</i>	
C. <i>Top-ups</i>	Green: €350	OCTs and ORs: €150	Visa: €80
	<i>For A&CPs who travel green for round-trip (no airplane). Only applicable for travel distances above 600 km.</i>	<i>For A&CPs travelling to or from Overseas Countries and Territories, or Outermost Regions.</i>	<i>For expenses related to visa processes.</i>
	Family: €100	Disability Support: up to €75 per day	
	<i>For A&CPs with a child/children below the age of 10. Fixed amount, regardless of the number of children.</i>	<i>For A&CPs whose disabilities affect their ability to carry out the mobility project. Budget to be agreed with the Culture Moves Europe team according to individual needs.</i>	

The maximum grant amount that a host can receive for a **residency project is 55.000€, with top-ups included.**

Culture Moves Europe covers bank fees resulting from payments of the grant from the Goethe-Institut to the hosts if based outside of the European Banking Union.

Disclaimer: selected artists and cultural professionals remain fully responsible for their own security and safety during their travel and residency stay. Culture Moves Europe recommends the hosts to advise their participating A&CPs to notify and register with their embassy before starting the residency project, as well as to buy travel insurance. Culture Moves Europe does not offer additional support to cover this cost.

2.6. Signature of Grant Agreement and Payments Process

The **grant agreement** is the contract between the hosts and the Goethe-Institut. It contains the exact amount of the residency grant and legal obligations.

After approval of the residency info card, Culture Moves Europe has approximately 4 weeks to prepare the grant agreement. The host's legal representative will have 2 weeks to check the information, sign the grant agreement and upload it on the Goethe-Application Portal. If the grant agreement is not signed and sent back within that period, the Culture Moves Europe team will consider this a rejection of the offer.

Two weeks after the end of the residency project, the hosts must submit a **residency report**, on the Goethe-Application Portal. It must include information such as the residency results,

potential changes between the project as outlined in the grant agreement and its actual implementation, supporting pictures and travel documents, etc. More information will be available in the Culture Moves Europe Guide for Selected Residency Hosts.¹⁰

The residency grant is paid in two tranches. The first instalment is paid to the hosts approximately 30 working days after grant agreement signature. Awarded residency projects and hosts will be published by the European Commission on its website at the end of Phase 2.¹¹

The second tranche, the balance payment, is paid to the hosts approximately 30 working days after validation of the residency report by Culture Moves Europe.

<i>First payment</i>	<i>Balance payment</i>
60% of the hosting costs 60% of the mobility grant 100% of the disability support * <i>Payment completed up to 30 days after signature of the grant agreement by both parties.</i> <i>* if applicable</i>	40% of the hosting costs 40% of the mobility grant 100% of the remaining top-ups * <i>Completed up to 30 days after the successful review of the activity report to be provided at the end of the residency project.</i> <i>* if applicable</i>

2.7. Participant Agreement

The hosts are the only contractual partners of the Goethe-Institut. It means that they will receive the full amount of the residency grant from the Goethe-Institut. However, hosts are responsible for transferring to each of the participants their allocated and personalised amount depending on their needs. Participating A&CPs can claim their amount from the hosts, but Culture Moves Europe is not responsible for these individual payments. More information will be available in the Culture Moves Europe Guide for Selected Residency Hosts.

The hosts must have a participant agreement with each participating A&CP. It must include information such as the responsibilities of the hosts and participating A&CPs, duration of the residency project, mobility grant and top-up amounts (if applicable), and the payment process. More information will be available in the Culture Moves Europe Guide for Selected Residency Hosts.

Please note, for residency projects of a longer duration: Continued health insurance coverage is often dependent on legal residence or usual place of residence in a country. We strongly recommend clarifying both the uninterrupted continuity of the health insurance and the scope of the insurance cover during participation in the residency project in advance with

¹⁰ The guide is available in the Culture Moves Europe website: <https://culture.ec.europa.eu/calls/culture-moves-europe-call-for-residency-hosts>.

¹¹ culture.ec.europa.eu/culture-moves-europe

the health insurance. Longer stays can also have an impact on the tax residency of A&CPs. Details should be clarified in advance with the tax offices or tax consultants.

Hosts are not allowed to charge participation fees to the participating A&CPs enrolled in a residency project funded by Culture Moves europe.

3. Data Protection

The reply to any call for applications involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/200121 on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data: [EUR-Lex - 32018R1725 - EN - EUR-Lex \(europa.eu\)](#).

Unless indicated otherwise, any personal data requested to evaluate the application and residency info card in accordance with the specifications of the call for applications will be processed solely for that purpose by the Culture Moves Europe evaluation team. Details concerning the processing of personal data are available on the privacy statement at: https://ec.europa.eu/info/funding-tenders/rules-public-procurement/data-protection-publicprocurement-procedures_en.

Selected applicants acknowledge and agree that Culture Moves Europe will make use of their personal data as well as of the images and videos from their mobility project for statistical and communication purposes.

GETTING IN TOUCH WITH THE CULTURE MOVES EUROPE TEAM

The Culture Moves Europe team is available to answer questions relating to the content and modalities of the present call for applications:

Online

- Check the Frequently Asked Question (FAQ) section on the website.
- Attend one of the 'Culture Moves Europe: Residency Info Sessions' organised regularly online in Spring 2023. Dates to be announced on social media and website.

By email

- If you have a Goethe-Application Portal account, you can send a email directly from this [Goethe Application Portal](#).
- Contact directly Culture Moves Europe team: culturemoveseurope@goethe.de
- Contact the Creative Europe Desk in your country: <https://culture.ec.europa.eu/resources/creative>

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