



European Cooperation projects

CREA-CULT-2026-COOP

23 March 2026

European Education and Culture Executive Agency

Content

- Policy context
- The 2026 call in a nutshell
- Application forms
- Budget table
- Evaluation timeplan
- Concluding remarks
- Useful links
- Q&As

Policy context



Charting new vision for vibrant, world-leading cultural and creative sectors

December 2025

Compass preparation: a participatory path

Broad consultations with all relevant stakeholders and Member States

A **Staff Working Document** summarising the consultation outcomes

34 Commission Directorates-Generals part of the interservice works

Stakeholder meeting
hosted by Csr Micallef
20 March 2025

**Plenary debate at the
European Parliament**
31 March 2025

**IMM Culture
Ministers exchange**
8 April 2025

**Release of the Special
Eurobarometer on Citizen's
Attitudes Towards Culture**
8 May 2025

**EYCS Council
exchanges**
12-13 May 2025

**MS working-level
exchange**
17 June 2025

**Online consultation
with IOs** 19 June 2025

College adoption
12 November 2025

**EYCS Council
presentation**
28 November 2025

Call for Evidence 15 April - 30 May 2025

Targeted online survey
8 May - 7 July 2025

**Inter-service
consultation**
7 - 20 October 2025



The Culture Compass - a **new strategic framework to give direction, coherence, and ambition** to cultural policies in Europe.

It provides:

- **A strategic vision** for culture in Europe
- **4 key directions** to guide EU policymaking
- **20 flagship actions** in the field of culture across policies, incl.
- **a proposal for a Joint Declaration** (EP, Council, COM)
- **a strategic anchor for culture within the 2028-2034 MFE**



A strategic vision

It is imperative for the EU to recognise and fully harness culture's potential, as well as address the pressing challenges confronting the sectors. This ambition is supported by a vision:

Europe for Culture

Support culture as an integral part of the EU's identity and development, recognise its values and its role as a public good, embed it in EU policies and tools, help sectors to thrive.

A STRATEGIC VISION

Culture for Europe

Leverage Europe's cultural diversity and richness to strengthen democracy, cohesion, well-being, competitiveness, innovation, Europe's role in the world

Key directions for cultural policies in Europe

1 A Union that upholds and strengthens European values and cultural rights

Artistic freedom; cultural and linguistic diversity; cultural participation

3 A Union that is competitive, resilient, and cohesive drawing on culture and cultural heritage

Digital transformation, incl. AI; regional and local development; cultural heritage incl. digital heritage; cohesion, resilience and crisis preparedness through culture; illicit trafficking; climate change

2 A Union that empowers artists and cultural professionals, and supports people

Working conditions; cross-border mobility; role of youth and young artists; culture and arts education in schools; culture and health

4 A Union that champions international cultural relations and partnerships

EU external action strategy; enlargement and integration processes; multilateralism

Key actions

A draft **Joint Declaration ‘Europe for Culture – Culture for Europe’** to be agreed between the EP, the Council and the Commission reaffirming key principles for cultural policy in Europe.

New policy tools:

Report on the State of Culture in the EU

to provide insights into the European cultural landscape and assess progress regarding the development of the cultural and creative ecosystem, incl. specific emphasis on artistic freedom.

EU structured dialogue on culture

with cultural and creative stakeholders to discuss the State of Culture Report and progress on delivering on the key directions of the Culture Compass.

EU Cultural Data Hub

to collect and analyse cultural data and information, monitor trends and developments, and pool best practices



Actions on *[add topic here, e.g. CH; pick KD below + explain how covered in Compass]*

Key direction 1: Values and cultural rights

- Topic explanation
- Topic explanation

Key direction 2: Empowering artists and cultural professionals, support for people

- Topic explanation
- Topic explanation

Key direction 3: Competitiveness, resilience and cohesion

- Topic explanation
- Topic explanation

Key direction 4: International cultural relations

- Topic explanation
- Topic explanation



The 2026 call in a nutshell

Objectives



**Only one to be
selected**

- **Objective 1:** Transnational creation and circulation: to strengthen the transnational creation and circulation of European works and artists;
- **Objective 2:** Innovation: to enhance the capacity of European cultural and creative sectors to nurture talents, to innovate, to prosper and to generate jobs and growth.

Two topics



Admissibility criteria

1. Submitted by the call deadline – 05 May 2026
2. Submitted electronically via the [Funding & Tenders Portal](#) Electronic Submission System (accessible via [Calls for proposals](#))
3. Using the forms provided **inside the Submission system**
( **NOT** the documents available on the Topic page — they are only for information)
4. Complete (Part A, Part B, Part C, Detailed budget table, List of previous projects)
5. The application must be readable, accessible, and printable

Who can apply? Eligible participants

- A. Private or public **legal entities**
- B. Established in an **EU Member State** or other [eligible non-EU participating countries](#)
- C. Natural persons — Natural persons are NOT eligible

European Cooperation Projects are **open to all the cultural and creative sectors** and **target primarily cultural operators active in these sectors.**

Other organisations may participate to the extent that they contribute to the objectives of the current call.

Projects involving **exclusively organisations from the audiovisual sector** or projects of **exclusively audiovisual content** are not targeted for funding under this call

Eligibility criteria – Consortium composition

- A. Minimum consortium composition 3 or 5 partners from 3 or 5 different eligible countries for topic 1 and topic 2 respectively
- B. The coordinator: **legal existence for at least 2 years on the date of the deadline for submission**
- C. Multiple participation rules apply

Consortium - Participants

- Beneficiaries

- Main participants
- Formal parties of the Grant Agreement (GA)
- Implement the action
- Responsible for the tasks performed by their subcontractors, affiliated entities and associated partners

- The Coordinator

- Central contact point towards the granting authority
- Monitors the project implementation
- Distributes payments to the other beneficiaries
- Quality checking of documents/ information submitted

Consortium – Participants (2)

- Affiliated entities

- Linked (legal or capital) to a beneficiary
- They do not sign the GA
- Implement part of the action (DoA)
- They charge costs to the grant

‘Link to the beneficiaries’ means in particular a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation. This covers:

- permanent legal structures (e.g. the relationship between an association and its members)
- contractual cooperation not limited to the action (e.g. an existing collaboration agreement for activities in a field relevant to the action;)
- capital link, i.e.
 - direct or indirect control of the beneficiary
 - under the same direct or indirect control as the beneficiaryor
 - directly or indirectly controlling the beneficiary

Consortium – Participants (3)

- Associated partners

- They do not sign the GA
- They do not receive EU funding
- They perform action tasks (DoA)
- They can be from a non-eligible country

- Subcontractors

- They do not sign the GA
- They perform actions tasks (DoA)
- Charge a price, which usually includes a profit - Are paid by the beneficiary in exchange for their work
- The beneficiary responsible towards the granting authority for its subcontractors

Multiple participations rule

- An organisation, as identified by their PIC number, can apply only **once** as coordinator under the call, regardless of the topic chosen (COOP 1 or 2).
- An organisation, as identified by their PIC number, can be part of a **maximum of 3 applications** submitted in this call, whether as coordinator and/or partner regardless of the topic chosen (COOP 1 or 2).

Affiliated entities and associated partners do not count towards the minimum eligibility criteria for consortium composition, including the maximum number of applications in which they can participate

Responsibility of applicant/coordinator –
Written declaration from each participating organisation (acting as a partner)

Available budget

Estimated available call budget: EUR 60.273.174

Estimated number of projects to be funded: +/- 150

Topic	Topic budget
1 — European Cooperation projects (Small Scale)	EUR 24.109.270
2 — European Cooperation projects (Medium Scale)	EUR 36.163.904

Award criteria

Relevance

- is relevant to the **selected objective of the call** (as indicated in Part C);
- is based on a sound needs analysis;
- has a European added value/dimension;
- builds on past results in the field and brings innovative elements;
- contributes to the EU Overarching Priorities

Quality of content and activities

- the proposed concept and methodology are appropriate;
- the proposed design and workplan are consistent and coherent with one another;
- the way the partnership has been established and how the organisations will work together is clearly explained;
- the role of each organisation is clear and relevant to its specific expertise;
- the target groups and audiences and how they will benefit concretely from the project is clearly described

Award criteria (2) - Project management

- The proposal includes **effective mechanisms for coordination** between the participating organisations and proposes an appropriate **governance structure** (including effective communication within the consortium);
- The project involves the **appropriate project teams, staff and outside resources** to successfully implement the work packages;

Assessment of the participants professional competencies and qualifications to implement the project (*Part B, section 3.2*)

Award criteria (3): Project management (2)

- The budget is cost effective and allocates appropriate resources to each activity (sufficient/appropriate budget for proper implementation; best value for money);
- The costs in the detailed budget table are clearly based on real costs in the organisations involved and linked to the activities listed in the work packages;

Assessment of the proposed budget

- The measures planned to ensure project implementation are appropriate (including management, risk management, quality assurance and control, planning, monitoring and evaluation).

Award criteria (4)

Dissemination

- the project generates short-, medium- and long-term effects
- the project includes concrete steps to ensure the sustainability of the project and its capacity to continue having an impact after the end
- the communication and dissemination activities have the potential to reach and positively impact the target groups and the relevant stakeholders, as well as the general public
- the project foresees **visibility of the EU grant**

Award criteria

<i>Award criterion</i>	<i>Minimum pass score</i>	<i>Maximum score</i>
Relevance	15	30
Quality of content and activities	15	30
Project management	10	20
Dissemination	10	20
<i>Overall (pass) score</i>	70	100

26

Funding score:



depends on n° and quality of applications!

Application forms

EU Funding & Tenders Portal



EU Funding & Tenders Portal

Sign in

EN

- Home
- Funding
- Procurement
- Projects & results
- News & events
- Work as an expert
- Guidance & documents

Search...



Programme: **Creative Europe Programme (CREA)**

[European Cooperation Projects Medium Scale](#)

CREA-CULT-2026-COOP-2 | Calls for proposals

Opening date: **05 March 2026** | Deadline date: **05 May 2026** | Single-stage

Open For Submission

Programme: **Creative Europe Programme (CREA)** | Type of action: **CREA Lump Sum Grants**

[European Cooperation Projects Small Scale](#)

CREA-CULT-2026-COOP-1 | Calls for proposals

Opening date: **05 March 2026** | Deadline date: **05 May 2026** | Single-stage

Open For Submission

Programme: **Creative Europe Programme (CREA)** | Type of action: **CREA Lump Sum Grants**

Submission screen

Reminder: 'Affiliated entities' and 'associated partners' do not count towards the minimum consortium composition

Deadline
05 May 2026 17:00:00 Brussels Local Time

45 days left until closure

Call data

Call: **CREA-CULT-2026-COOP**
Topic: **CREA-CULT-2026-COOP-1**
Type of action: **CREA-LS**
Type of MGA: **CREA-AG-LS**

Warning: Topic and type of action can only be changed by creating a new proposal.

Proposal data

Acronym: **Test**
Draft ID: **SEP-211315250**

Download Part B templates

Info: In this step, the coordinator can manage and review the participants.
Note: The changes will be applied only after you click the "Save Changes" button.

Warning: Call requires at least 3 participant(s) from different EU member states and associated countries, currently you have 1.

Number of participants: 1 ⓘ Reorder ↓↑

Coordinator
Baird Consulting SCS

1 Baird Consulting SCS

Add Affiliated Entity +

Baird Consulting SCS
Uccle, BE
PIC: 956444445

Change organisation Contact organisation

Contacts 1 ⓘ Add contact +

Main contact

[Redacted]

Add Partner + **Add Associated partner +**

Attention to coherence with application form part B and detailed budget table (worksheet 'Beneficiaries list')



Adding partners

JANITOM Tomasz Janisz
Gdansk, PL

Name name

IT How To

Find your organisation ×

You may enter a (complete or partial) organisation name (e.g. "Sorbonne" or "Sorbonne Universite"). Entering additional information like country/city usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "FR123456789")

Type your organisation name or PIC *

Enter value 250 Search

Add Affiliated Entity +

Main contact

EU Funding & Tenders Portal



Login



Topic selection



Create proposal



Participants



Proposal forms



Submit

Proposal forms



Deadline

05 May 2026 17:00:00 Brussels Local Time

44 days left until closure

Call data

Call: CREA-CULT-2026-COOP

Topic: CREA-CULT-2026-COOP-1

Type of action: CREA-LS

Type of MGA: CREA-AG-LS



Topic and type of action can only be changed by creating a new proposal.

Proposal data

Acronym: Test

Draft ID: SEP-211315250

Download Part B templates



Download part B templates

Support & Helpdesk

Online Manual

IT How To

IT Helpdesk

FAQ

In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal.

Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure.

Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible.

Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.

Your proposal contains changes that have not yet been submitted.

Administrative forms (Part A)

Edit forms

Edit Part C (KPI)

View history

Print preview

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B of proposal *

Detailed budget table *

Other annexes

CVs

List of previous projects *

BACK TO PARTICIPANTS LIST

VALIDATE

SUBMIT

Proposal forms – Part A, B, C and detailed budget table

Part A Part B Part C and Detailed budget table

Administrative forms (Part A)

Edit forms Edit Part C (KPI) View history Print preview

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B *
Detailed budget table *
CVs **X**
List of previous projects **X**
Other annexes **X**

LIST OF PREVIOUS PROJECTS

list of previous projects
Please provide a list of your previous projects for the last 4 years.

Participant	Project Reference No and Title, Funding programme	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
(name)					
(name)					

Part A

Filled in on line

Call: CREA-CULT-2026-COOP

(European Cooperation projects)

Topic: CREA-CULT-2026-COOP-1

Type of Action: CREA-LS

(CREA Lump Sum Grants)

Proposal number: SEP-211315250

Proposal acronym: Test

Type of Model Grant Agreement: CREA Lump Sum Grant

Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
4	Other questions	Show

How to fill in the forms

The forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the forms are pre-filled based on the steps in the submission wizard.

Part A: section 1 – General information

Error message in case the duration > 48

- Use of 'Fixed keywords'
 - Choose the 'sector' of the project from the list
 - Prioritised in order of relevance
- Use of 'Free keywords'
 - Keywords that define the project and not included in 'Fixed keywords'

1 - General information

Field(s) marked * are mandatory to fill.

Topic	CREA-CULT-2026-COOP-1	Type of Action	CREA-LS
Call	CREA-CULT-2026-COOP	Type of Model Grant Agreement	CREA-AG-LS

Acronym *

Proposal title *
Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Language

Duration in months

Fixed keyword 1

Fixed keyword 2

Free keywords

Abstract *

*Short summary (max. 2,000 characters, with spaces) to clearly explain:
the objectives of the proposal
how they will be achieved
their relevance to the work programme.
Will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees and other interested parties.
Do not include any confidential information.
Use plain typed text, avoiding formulae and other special characters.
If the proposal is written in a language other than English, please include an English version of this abstract in the Technical Annex section.*

Part A: section 3 - Budget

- **Requested EU grant** per beneficiary (NOT total costs)
- Same amount which appears in **detailed budget table** worksheet 'BE-WP Overview' (column 'Maximum Grant Amount')

No	Name of Beneficiary	Country	Requested grant amount
1		BE	58 000.00
2		PL	40 000.00
3		FR	67 000.00
Total			165 000.00

Warning message in case the Requested grant amount is higher than the maximum EU grant amount foreseen for the topic

Part A: section 4 – Other questions

- Not applicable



The screenshot shows a web interface with a header bar containing '< Budget' on the left and 'Other questions' on the right. Below the header is a dark blue navigation bar with three buttons: 'Table of contents', 'Validate form', and 'Save'. The main content area displays 'Application forms' followed by 'Proposal ID SEP-211118510' and 'Acronym test call co'. Below this, the section '4 - Other questions' is highlighted in blue, and the text 'Not applicable for this topic' is displayed underneath. A red arrow points from a callout box to the 'Not applicable for this topic' text.

But still you will have to go to this Tab - Otherwise, error message

Part B – Technical description

- Use the forms inside the Submission system!
- **50 page** limit for both topics (*pages in excess will not be visible*)
- Remove instructions which are not relevant to the **call** (*not to your proposal!*)
- To be uploaded in pdf

IMPORTANT NOTICE

What is the Application Form?

The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 [parts](#):

- Part A contains structured administrative [information](#)
- Part B is a narrative technical description of the project.

Part A is generated by the IT system. It is based on the information which you [enter into](#) the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ annexes) in the Submission System. The templates to use are available there.

How to prepare and submit it?

The Application Form must be prepared by the consortium and submitted by a representative. Once submitted, you will receive a confirmation.

Character and page limits:

- page limit normally **70** pages (unless otherwise provided in the Call document)
- supporting documents can be provided as an annex and do not count towards the page [limit](#)
- [minimum](#) font size — Arial 9 points
- page size: [A4](#)
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

! If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

! Please delete only instructions that do NOT concern your call.

! This document is tagged. Be careful not to delete the tags; they are needed for the processing.

1.3 Complementarity with other actions and innovation — European added value

[OPTION by default (all except Creative Europe Desks):

Complementarity with other actions and innovation

Explain how the project builds on the results of past activities carried out in the field and describe its innovative aspects. Explain how the activities are complementary to those carried out by other organisations.
Illustrate the European dimension of the activities: impact/interest for a number of EU countries; possibility to use the results in other countries, potential to develop mutual trust/cross-border cooperation among countries, etc.
Which countries will benefit from the project (directly and indirectly)? Where will the activities take place?

Insert text

#COM-PL-CP# #IMP-ACT-IA@#

[OPTION for Creative Europe Desks:

Complementarity with other actions and cross-border activities

Illustrate the European dimension of the activities: trans-national dimension of the project, impact/interest for a number of EU countries; possibility to use the results in other countries, potential to develop mutual trust/cross-border cooperation among participating countries, etc.
Which countries will benefit from the project (directly and indirectly)? Where will the activities take place?

Insert text

Synergies with other EU funding programmes

Describe any synergies/complementarities with other EU Programmes. Explain how you intend to ensure an exchange of information between the offices/contact points of other programmes and any networking activities.

Insert text

#COM-PL-CP# #IMP-ACT-IA@#

Part B - Technical description – Section 5 – Work packages

Major sub-division of the project

Each **Work Package** should have:

- ▶ **Objective** (of the WP) →
 - ▶ **List of activities** (task associated to outcomes) →
 - ▶ **Milestones** (control points) →
 - ▶ **Deliverables** (concrete outputs to prove implementation/results of activities – means of verification quantitative and qualitative) →
- Example

Work package : co-creation

 - ▶ Foster collaboration on creative production
 - ▶ Co-creation workshop / show
 - ▶ *Not mandatory* – control points on progress
 - ▶ Flyer/attendance list of the co-creation workshops / video of show / debriefing report of partners on the show

Part C – Key Performance Indicators (KPIs)

KPIs (Key Performance Indicators)

Please fill in the data for your project. At submission and grant preparation stage, the data will be on your planned indicators ; at reporting stage it should be the real indicators achieved (since the project start). The KPI tool should be updated with the latest available data for each periodic report (the KPIs are mandatory part of the project reporting). Please do not forget to tick the acknowledgement checkbox before submission.

CREA Culture

Location	Location: Fill in the countries in which the project activities will take place
Type of project, thematic area and types of activities	Mandatory
Type of project participants	
Output, result and impact indicators (only at reporting)	Not to be filled in at the submission stage

Part C – Type of project, thematic areas and types of activities

Type of project: * ⓘ

Annual priority
 Internationalisation of careers and sectors

⊖ This is a mandatory field.

Sectors:

Books and publishing
 Circus arts
 Decorative arts
 Film/video arts
 Music
 Painting, drawing
 Sculpture
 Tangible cultural heritage - Libraries and archives

Architecture
 Craftwork
 Digital arts
 Graphic arts/design
 Opera
 Photography
 Sustainable cultural tourism
 Tangible cultural heritage - Museums

Digitalisation / New technology
 Sustainability / Green deal

Art in public spaces
 Dance
 Fashion and design
 Intangible cultural heritage
 Other
 Puppetry
 Tangible cultural heritage - Historical sites and buildings
 Theatre

⊖ Please select at least one element.

Type of socially marginalised groups that the project addresses: *

Addicts / substance abusers
 Homeless people
 People living in poverty
 People of differing religious / political beliefs
 Senior citizens
 Victims of Human Trafficking

Children and Youth
 Immigrants, Refugees, and Migrants
 People living with health / mental health needs
 People with disabilities
 Sexual orientation and Gender identity
 Women and Girls

Current and former offenders and their families
 People living in geographically remote / peripheral regions
 People of Differing Sexual Orientation / gender identity
 Racial/Cultural minorities
 Unemployed people

⊖ This is a mandatory field.

Objective (only for CREA CULT COOP (Mandatory)): ⓘ *

⊖ This is a mandatory field.

Innovation
OR
Transnational creation
and circulation

Budget table

Budget in lump sums: why it matters?

Lump sum funding is a simplified funding model where projects are paid a fixed, pre-agreed amount (lump sum), rather than through reimbursement of incurred costs

APPLICATION

- Applicants must provide a **detailed cost estimation** to justify the total amount of the project (and not only the co-funding part). Costs to be based **on real costs**.
- Budget table is part of the application

EVALUATION

- The experts assess the budget based on the **Award criterion 3 'Project management'**
- **Good budget = Positive impact on the score for this Award criterion (higher chances of being successful)**

GRANT AGREEMENT PREPARATION

- Lump sums are fixed in the grant agreement.
- Good budget avoids revision of the budget and possible **reduction of the grant**.

IMPLEMENTATION

- Ensures that projects have sufficient funding for the project

Key principles

- A **detailed budget table** to include an approximation of the project's **actual costs**.
- Costs included to be in line with the same eligibility rules as in **actual costs grants** of the programme (see [AGA — Annotated Grant Agreement](#), art. 6*):
 - incurred **by the beneficiaries**
 - incurred **during the project's duration**
 - incurred in **connection with the project and necessary for its implementation**
 - **identifiable and verifiable** (recorded in the beneficiary's accounts in accordance with the accounting standards applicable in the country where the beneficiary is established and with the beneficiary's usual cost accounting practices)
 - **comply with the applicable national law on taxes, labour and social security**
 - **reasonable, justified and must comply with the principle of sound financial management**, in particular regarding economy and efficiency

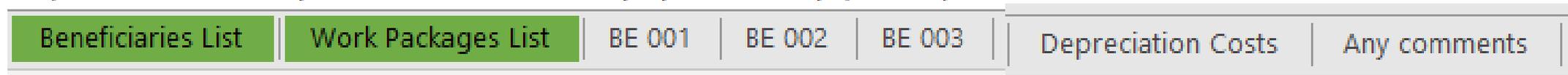
How to encode the Detailed Budget Table?

- Download the excel detailed budget table from the online submission system.

- Read the [Instructions](#) tab

[Instructions](#)

- [Encode](#) your data in the following tabs:



- The other tabs will be automatically filled. A [breakdown of lumps sum shares](#) per work packages and per participant and PM overview will be generated automatically :



- All data must be coherent with [Part A and Part B](#) of the application.

A. Direct Personnel costs (1/2) – allocate staff

BE 003 PARTNER 3	BE 003			BE 003 BE+AE TOTAL COSTS
	PARTNER 3			
	UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	
Total WORK PACKAGES:			140.798,03	140.798,03
Management, Administration and Coordination				
A. DIRECT PERSONNEL COSTS			5.745,00	5.745,00
A1. Employees (or equivalent) person months			5.745,00	5.745,00
Project Manager	0,28	4.320	1.200,00	1.200,00
Senior expert, curator, researcher	0,61	2.070	1.265,00	1.265,00
Communications manager	0,44	2.952	1.312,00	1.312,00
Production manager	0,67	2.952	1.968,00	1.968,00
Other			-	-
A.2 Natural persons under direct contract			-	-
A.3 Seconded persons			-	-
A.4 SME Owners without salary			-	-
A.5 Volunteers			-	-
B. Subcontracting costs (please specify details under worksheet "Comments")			-	-

It should be possible to match the project staff listed in the budget table with the project team listed in Part B section 3.2 (help us with that!)

A.1 Employees (or equivalent) person months

- Personnel or staff, working for a beneficiary under an employment contract (or equivalent).

A.2 Natural persons under direct contract

- Self-employed natural persons who work on the action for the beneficiary under conditions similar to those of an employee, but under a contract that is legally not an employment contract.

A.3 Seconded persons

- Person paid and employed by a third party, but 'temporary transferred' to work for the beneficiary (under its control and instructions). This person usually work at the beneficiary's premises the time of the transfer.

A.4 SME Owners without a salary

- SME Owners of an applicant who work on the project but who are not paid a salary.

A.5 Volunteers" = Not applicable under our call (no costs to be charged here)

A. Direct Personnel costs (2/2) – assign unit & costs

BE 003 PARTNER 3	BE 003			BE 003 BE+AE TOTAL COSTS
	UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	
Total WORK PACKAGES:			140.798,03	140.798,03
Management, Administration and Coordination				
A. DIRECT PERSONNEL COSTS			5.745,00	5.745,00
A1. Employees (or equivalent) person months			5.745,00	5.745,00
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Communications manager	0,44	2.952	1.312,00	1.312,00
Production manager	0,67	2.952	1.968,00	1.968,00
Other			-	-
A.2 Natural persons under direct contract			-	-
A.3 Seconded persons			-	-
A.4 SME Owners without salary			-	-
A.5 Volunteers			-	-
B. Subcontracting costs (please specify details under worksheet "Comments")			-	-

Cost per unit:

- **Cost per unit** = average monthly personnel cost (costs per month of employing the people involved in the project activities (including social security contributions, taxes, variable complements (13th month) and other costs linked to the remuneration as mentioned in the employment contract or in reference to the national law – these costs include the employer's statutory contributions).

Units:

- **1 Unit = 1 person month** (PM efforts).
- PM= Number of days the person will work for the project / 18
- Example: 50 days/18 = 2,7 PM
- **USE PM** and not other units (for example person days)

- **Exception:** A.4 SME Owners without salary:
- Use pre-defined rates defined in the EC [decision C\(2020\)7115](#) and set out in [Annex 2A](#) (page 1) multiplies by **country coefficient rates** : [wp-2-msca-actions horizon-2023-2024 en.pdf](#)

B. Subcontracting costs

Subcontracting — Subcontracting means the implementation of 'action tasks', i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.

Note: Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.

Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of coordinator tasks).

Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN/AE to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
	S1.1					
	S1.2					
Other issues: <i>If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.</i>			Insert text			

- Subcontracting – implementation of action tasks by third party

- Tasks to be subcontracted, selection procedure and cost allocated must be justified in Part B, section 3.2 and section 5

- Must follow the **national public procurement rules**: best value for money or lowest price

- Performed by a **third party**, with **no conflict of interest**

- Only a **limited part** may be subcontracted (justification needed if > 30% of the total eligible costs)

- Cost to be included in the detailed budget table.

- Details specified in the 'Any comments' tab

WP 001	B. Subcontracting costs (please specify details under worksheet "Comments")	5,00	1.000,00	5.000,00	5.000,00
	C. Purchase costs			1.389,00	1.389,00
	C.1 Travel and subsistence per travel or day			1.389,00	1.389,00
	Travel	2	187	374,00	374,00
	Accommodation	8	101	810,00	810,00
	Subsistence	6	34	205,00	205,00
	C.2 Equipment (please refer to the Depreciation Cost sheet)			-	-
	C.3 Other goods, works and services			-	-
	Consumables			-	-
	Services for Meetings, Seminars, Events			-	-
	Services for communication/promotion/dissemination			-	-
	Website			-	-
	Fees (artistic, speakers, writing, cast, rights, etc)			-	-
	Production costs and technical costs of prototyping			-	-
	Short-term rental of surfaces, venues or studios (eg for productions, rehearsals, events etc.)			-	-
	Other (please specify details under worksheet "Comments")			-	-
	D. Other cost categories			-	-
	D.1 Financial support to third parties			-	-
	TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)			32.684,00	32.684,00
	E. Indirect costs 7%			2.287,88	2.287,88
TOTAL COSTS (A+B+C+D+E)			34.971,88	34.971,88	

 **coordination tasks cannot be subcontracted**

C.1 Travel and subsistence per travel or day

1001	C. Purchase costs				1.389,00	1.389,00
	C.1 Travel and subsistence per travel or day				1.389,00	1.389,00
	Travel		2	187	374,00	374,00
	Accommodation		8	101	810,00	810,00
	Subsistence		6	34	205,00	205,00
	C.3 Other goods, works and services				-	-
	Consumables				-	-
	Services for Meetings, Seminars, Events				-	-
	Services for communication/promotion/dissemination				-	-
	Website				-	-
Fees (artistic, speakers, writing, cast, rights, etc)				-	-	
Production costs and technical costs of prototyping				-	-	
Short-term rental of surfaces, venues or studios (eg for productions, rehearsals, events etc.)				-	-	
Other (please specify details under worksheet "Comments")				-	-	
D. Other cost categories				-	-	
D.1 Financial support to third parties				-	-	
TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)				32.684,00	32.684,00	
E. Indirect costs 7%				2.287,88	2.287,88	
TOTAL COSTS (A+B+C+D+E) -				34.971,88	34.971,88	

- Must use the **unit costs** provided in the **Commission Decision C(2024) 5405** and set out in **Annex 2a**
- Please provide information on the location of the meeting in the 'Any Comments' tab.
- If precise location is not yet known, please choose an approx. location for making calculation
- Average unit cost = ONLY if includes different locations (based on applicable rates).

Events and trainings

Events and trainings (including performances, residencies, exhibitions, workshops, conferences, etc. both face to face and virtual events are to be included).
 This table is to be completed for events organised by the applicants as part of the activities in the work packages above
 Complete the table below with realistic estimates in terms of the number of attendees / participants / audience size. This data will be used in part to assess the success of the implementation of the project. Use your risk assessment to explain your mitigating measures.

Event No (continuous numbering linked to WP)	Participant	Description					Attendees
		Name	Type	Area	Location	Duration (days)	Number
E1.1	[name]	[name]	[insert type, e.g. training, workshop, conference, event, etc.]	[insert topics addressed, types of skills/knowledge acquired, etc.]	[city,country]	[number]	[number]

Costs for the **grant holders' meeting** in Brussels are eligible (travel cost for max 1 person + accommodation up to 3 nights)

Coherence with Part B section 5



C.1 Travel and subsistence

Travel costs:

- 1 unit = 1-person **round trip travel**
- Rates to be used depend on a distance between 2 locations
- Calculate the distance by using [the distance calculator \(land or flight\)](#)
- Main rates: the [EC Decision](#) or

Distance Band (in km) ⁵	Amount in EUR per return trip
400-600	340
601-1 600	365
1 601-2 500	429
2 501-3 500	541
3 501-4 500	743
4 501-6 000	857
6 001-7 500	1 021
7 501-10 000	1 250
10 001-Max	1 595

Accommodation & subsistence:

- Accommodation: 1 unit = 1 night accommodation for 1 person
- Subsistence: 1 unit = 1 day subsistence for 1 person
- Rates for calls with opening date as from 13 May 2025 (check [Annex 2a](#)):

[Annex 2A](#)

- Other rates apply for distances lower than 400 km: please check the [EC Decision](#) and [Annex 2A](#)
- Make sure to apply correct rates!

Country	Accommodation - € per night
Poland	126
Portugal	121

Flight calculator

Directions

Type or right-click on the map to set the start and destination addresses.

City of Brussels City of Brus

Belgrade 11000 Belgrade

-----Straight line distance: 1372.29 km

C.2 Equipment

Communication and Dissemination				
A. DIRECT PERSONNEL COSTS			13.393,00	13.393,00
A1. Employees (or equivalent) person months			13.393,00	13.393,00
Project Manager	0,83	4.320	3.600,00	3.600,00
Senior expert, curator, researcher	0,61	2.070	1.265,00	1.265,00
Communications manager	1,11	2.952	3.280,00	3.280,00
Production manager	1,78	2.952	5.248,00	5.248,00
Other			-	-
A.2 Natural persons under direct contract			-	-
A.3 Seconded persons			-	-
A.4 SME Owners without salary			-	-
A.5 Volunteers			-	-
B. Subcontracting costs (please specify details under worksheet "Comments")			-	-
C. Purchase costs			18.751,00	18.751,00
C.1 Travel and subsistence per travel or day			-	-
Travel			-	-
Accommodation			-	-
Subsistence			-	-
C.2 Equipment (please refer to the Depreciation Cost sheet)	1,00	2.750,00	2.750,00	2.750,00
C.3 Other goods, works and services			10.001,00	10.001,00
Consumables			-	-

- Equipment necessary for the implementation of the activities
- Report **only the depreciation costs** (full purchase cost not eligible)
- Should be specified in the **'Depreciation Costs' tab** – allows for calculation of the costs that can be claimed.
- Must follow the beneficiary's accounting practices
- Usual and durable equipment costs = indirect costs

WP 002

TOOL: DEPRECIATION COSTS LIST

BE nr	Beneficiary name	WP nr	Work Package name	Resource type	Short name of the investments	Date of purchase	Purchase cost	% used for the project	% use for lifetime of the investment	Charged depreciation costs per investment	Justification: Needed info for depreciation
BE 003	Partner 3	2	Communication and dissemination	Equipment	description of the equipment (1 line per type of equipment)	17/10/2025	5.000	100%	55%	2.750	how have you applied the depreciation rule?

...	BE 006	BE 007	BE 008	BE 009	BE 010	BE 011	Estim costs of the project	Proposal Budget	BE-WP Overview	BE-WP Person Months	Depreciation Costs	Any comments
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C.3 Other goods, works and services

WP 002

C. Purchase costs			17.501,00	17.501,00
C.1 Travel and subsistence per travel or day			-	-
Travel			-	-
Accommodation			-	-
Subsistence			-	-
C.2 Equipment (please refer to the Depreciation Cost sheet)			1.500,00	1.500,00
C.3 Other goods, works and services			16.001,00	16.001,00
Consumables			-	-
Services for Meetings, Seminars, Events			-	-
Services for communication/promotion/dissemination	4	920	3.680,00	3.680,00
Website	2	2.801	5.601,00	5.601,00
Fees (artistic, speakers, writing, cast, rights, etc)	32	210	6.720,00	6.720,00
Production costs and technical costs of prototyping			-	-
Short-term rental of surfaces, venues or studios (eg for productions, rehearsals, events etc.)			-	-
Other (please specify details under worksheet "Comments")			-	-
D. Other cost categories			2.000,00	2.000,00
D.1 Financial support to third parties			2.000,00	2.000,00
	4,00	500,00	2.000,00	2.000,00
TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)			32.894,00	32.894,00
E. Indirect costs 7%			2.302,58	2.302,58
TOTAL COSTS (A+B+C+D+E) -			35.196,58	35.196,58

- Must be directly linked to the Action
- Estimated based on **actual costs**
- You are advised to **specify the costs in the 'Any comments' tab** (in particular for higher amounts)

Artistic and Creative Activities

D.1 Financial support to third parties

Financial support to third parties (if applicable)

If financial support to third parties is allowed in the Call document, set out the conditions for managing this. Define the objectives and results to be obtained with financial support. Include also the complete list of activities that are eligible for financial support, the types of entity or categories of persons which may receive financial support, the criteria for selecting these entities and the criteria for determining the amount of financial support for each third party as well as the maximum amount which may be given. This total must be the same as the amount included in the budget annex. If it exceeds EUR 60 000, complete also the declaration in section 6.

Insert text

- **Grants or prizes** (to culture professionals/artists/innovators to co-produce, innovate and build their capacities)
- Open call with a clear European dimension
- Detailed information must be provided in Part B, section 2.1, section 5.2 and section 7
- Max 60.000 EUR / Third Party (justification needed in section 7 if above threshold)
- [Guidance on FTSP best practices](#)

WP 002

C. Purchase costs			17.501,00	17.501,00
C.1 Travel and subsistence per travel or day			-	-
Travel			-	-
Accommodation			-	-
Subsistence			-	-
C.2 Equipment (please refer to the Depreciation Cost sheet)	1,00	1.500,00	1.500,00	1.500,00
C.3 Other goods, works and services			16.001,00	16.001,00
Consumables			-	-
Services for Meetings, Seminars, Events			-	-
Services for communication/promotion/dissemination	4	920	3.680,00	3.680,00
Website	2	2.801	5.601,00	5.601,00
Fees (artistic, speakers, writing, cast, rights, etc)	32	210	6.720,00	6.720,00
Production costs and technical costs of prototyping			-	-
Short-term rental of surfaces, venues or studios (eg for productions, rehearsals, events etc.)			-	-
Other (please specify details under worksheet "Comments")			-	-
D. Other cost categories			2.000,00	2.000,00
D.1 Financial support to third parties	4,00	500,00	2.000,00	2.000,00
TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)			32.894,00	32.894,00
E. Indirect costs 7%			2.302,58	2.302,58
TOTAL COSTS (A+B+C+D+E) -			35.196,58	35.196,58



Disclaimer: Information not legally binding

'WP Overview' Tab

Lump sum breakdown per WP and per beneficiary

Your Requested EU Grant Amount : 786.862,47 EUR

BE NR/AE	Acronym	WP 001 Management, Administration and Coordination	WP 002 Communication and Dissemination	WP 003 Artistic and Creative Activities	WP 004 Capacity Building	WP 005 Knowledge Sharing	Maximum Grant Amount
PARTNER 1	RIV	23.141,85	14.515,62	16.335,69	14.302,38	10.002,52	78.298,07
PARTNER 1 - AE	RIV-B	16.478,00	4.494,00	21.721,00	7.490,00	6.741,00	56.924,00
PARTNER 2	ACL	24.480,32	8.815,72	52.758,77	16.702,39	8.380,94	111.138,13
PARTNER 3	BCL	6.381,48	30.255,11	38.932,23	15.187,47	7.802,33	98.558,62
PARTNER 4	CCL	8.985,75	3.846,11	5.570,31	5.608,21	4.461,42	28.471,81
PARTNER 5	DCL	6.568,23	5.696,24	4.564,96	20.852,34	42.987,27	80.669,04
PARTNER 6	ECL	2.992,25	6.875,82	23.818,20	4.547,93	2.703,89	40.938,09
PARTNER 7	FCL	10.279,28	12.927,74	16.444,29	16.122,75	6.928,25	62.702,31
PARTNER 8	GCL	4.347,95	6.284,06	29.755,53	7.244,33	7.707,19	55.339,45
PARTNER 9	HCL	8.174,22	7.398,61	28.335,42	6.138,06	6.289,50	56.335,80
PARTNER 10	ICL	4.505,98	7.671,15	30.649,08	9.050,17	7.344,69	59.221,08
PARTNER 11	JCL	5.868,42	8.033,63	10.816,31	6.708,04	26.839,67	58.266,07
TOTAL	Consortium	122.203,73	116.813,81	279.701,79	129.954,06	138.189,08	786.862,47

Amount to be recorded in Part A: section 3 budget

Ineligible costs (cannot be included)

1. Volunteer costs
2. In-kind contributions
3. Associated Partners' Costs
4. Costs linked to benefiting artists and professionals established in ineligible countries
5. Project financial: Audit costs
6. Indirect costs claimed separately as direct costs (i.e. administrative costs, general running costs)

Common mistakes

All cost categories:

- Costs **not based on actual costs**
- Information not coherent with the Part B of the application (staff, subcontracting, FSTP)
- Costs of Associated Partners included

Personnel costs:

- **Same costs for different partners (not actual costs)**
- **Staff efforts not presented in Person-Months (person days or other)**

Common mistakes (2)

Subcontracting:

- Confusing subcontracting with purchasing of services
- Subcontracting to other beneficiaries or associated partners (not allowed)

Purchase costs:

- **Travel costs: Not based on the pre-defined rates (too high, unclear number of units)**
- Equipment costs not depreciated
- Lack of description of the cost (impossible to verify what the cost covers)

Evaluation timeplan

Looking forward



Concluding remarks

Concluding remarks

- Read the call text and all the relevant documents/sources – All the information is in there!
- Use the right templates (inside the Submission System!)
- Technical part important but ... the budget is important too!
- Check consistency between Part A, Part B and the detailed budget table
- Eligibility criteria to be respected – Increased responsibility of Coordinator/applicants – Written declaration

Useful links

Useful links

To be published in the coming days

General:

- [EU Funding & Tenders Portal Online Manual](#)
- [Call text](#)
- [Annual Work Programme for the Creative Europe Programme 2020](#)
- [Annotated Grant Agreement \(AGA\): \[aga_en.pdf\]\(#\) \(europa.eu\)](#)
- [List of non-EU participating countries](#)
- [EU Funded projects | EU Funding & Tenders Portal](#) (europa.eu)
- [Creative Europe Project Results platform](#)
- [Topic Q&A on the Topic page](#)

Lump sum:

- [How to manage a lump sum - \[how-to-manage-your-lump-sum-grants_en.pdf\]\(#\)](#)
- [CREA Lump sum decision - \[ls-decision_crea_en.pdf\]\(#\) \(europa.eu\)](#)
- [FTSP good practices: \[guidance_fstp-good-practices_en.pdf\]\(#\)](#)

Units costs:

- [SME owners: Unit costs: \[Decision C\\(2020\\)7115 + Annex 2A\]\(#\)](#)
- [Travel / Accommodation / subsistence costs – \[Decision C\\(2021\\)35 + Annex 2A\]\(#\)](#)

Contact:

- [Creative Europe Desks](#)
- EACEA-CREATIVE-EUROPE-COOPERATIONPROJECTS@ec.europa.eu

Q&As

thank you

merci
obrigado
grazie
gracias
kiitos
спасиби
tack
köszönöm
хвала
danke
aciū
hvala vam
tak
teşekkür ederim
Dank u
pakka þér
σας ευχαριστώ
ddiolch 'ch
dëkuj
dziękuje
תודה
Dakujem
hvala
Tak
благодаря
ありがとう
Tapadh leibh
falemmderit
спасибо
trugarez
multumesc
tānan teid
Дзякуй
Go raibh maith agaibh
Paldies
Ви благодарам
谢谢
धन्यवाद