



Creative Europe Programme (CREA)

Call for proposals

**CIRCULATION OF EUROPEAN LITERARY WORKS
(CREA-CULT-2024-LIT)**

Version 1.0
16 January 2024

HISTORY OF CHANGES			
Version	Publication Date	Change	Page
1.0	16.01.2024	▪ Initial version (new MFF).	
		▪	
		▪	
		▪	



EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

EACEA.B – Creativity, Citizenship, EU Values and Joint Operations
EACEA.B.1 – Culture

TABLE OF CONTENTS

0. Introduction	5
1. Background	6
<i>Policy framework</i>	6
<i>2024 priorities: Culture strand</i>	7
2. Objectives – Themes and priorities – Activities that can be funded – Expected impact	8
CREA-CULT-2024-LIT – Circulation of European literary works.	8
Objectives	8
Themes and priorities (scope)	8
Activities that can be funded (scope).....	9
Expected impact.....	9
3. Available budget	9
4. Timetable and deadlines	10
5. Admissibility and documents	10
6. Eligibility.....	11
Eligible participants (eligible countries).....	11
Consortium composition	13
Eligible activities.....	13
Duration	14
Ethics and EU values	14
7. Financial and operational capacity and exclusion.....	14
Financial capacity	14
Operational capacity	15
Exclusion	15
8. Evaluation and award procedure	16
9. Award criteria.....	17
10. Legal and financial set-up of the Grant Agreements.....	19
Starting date and project duration	19
Milestones and deliverables.....	19
Form of grant, funding rate and maximum grant amount.....	20
Budget categories and cost eligibility rules.....	21
Reporting and payment arrangements.....	21
Prefinancing guarantees	22
Certificates	22
Liability regime for recoveries	22
Provisions concerning the project implementation.....	22
Other specificities	23

Non-compliance and breach of contract	23
11. How to submit an application.....	23
12. Help	24
13. Important	25

0. Introduction

This is a call for proposals for EU **action grants** in the field of Culture under the **Creative Europe Programme**.

The regulatory framework for this EU Funding Programme is set out in:

- Regulation 2018/1046 ([EU Financial Regulation](#))
- the basic act (Creative Europe Regulation [2021/818](#)¹).

The call is launched in accordance with the 2024 Work Programme² and will be managed by the **European Education and Culture Executive Agency (EACEA)** ('Agency').

The call covers the following **topic**:

- **CREA-CULT-2024-LIT – Circulation of European literary works**

We invite you to read the **call documentation** carefully, and in particular this Call Document, the Model Grant Agreement, the [EU Funding & Tenders Portal Online Manual](#) and the [EU Grants AGA – Annotated Grant Agreement](#).

These documents provide clarifications and answers to questions you may have when preparing your application:

- the [Call Document](#) outlines the:
 - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)
 - timetable and available budget (sections 3 and 4)
 - admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)
 - criteria for financial and operational capacity and exclusion (section 7)
 - evaluation and award procedure (section 8)
 - award criteria (section 9)
 - legal and financial set-up of the Grant Agreements (section 10)
 - how to submit an application (section 11)
- the [Online Manual](#) outlines the:
 - procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')
 - recommendations for the preparation of the application
- the [AGA – Annotated Grant Agreement](#) contains:

¹ Regulation (EU) 2021/818 of the European Parliament and of the Council of 20 May 2021 establishing the Creative Europe Programme (2021 to 2027) (OJ L 189, 28.5.2021, p. 34).

² Commission Implementing Decision C(2023) 6084 final of 14 September 2023 concerning the adoption of the work programme for 2024 and the financing decision for the implementation of the Creative Europe Programme.

- detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant (*including cost eligibility, payment schedule, accessory obligations, etc*).

You are also encouraged to visit the [Creative Europe Project Results](#) website to consult the list of projects funded previously.

1. Background

Creative Europe brings together actions supporting the European cultural and creative sectors.

The term '**Cultural and creative sectors**' means all sectors whose activities are based on cultural values or artistic and other individual or collective creative expressions. The activities may include the development, the creation, the production, the dissemination and the preservation of goods and services, which embody cultural, artistic or other creative expressions, as well as education or management, related to these activities. Those sectors include, inter alia, architecture, archives, libraries and museums, artistic crafts, audio-visual (including film, television, video games and multimedia), tangible and intangible cultural heritage, design (including fashion design), festivals, music, literature, performing arts, books and publishing, radio, and visual arts.

The **general objectives of the Programme** are:

- to safeguard, develop and promote European cultural and linguistic diversity and heritage.
- to increase the competitiveness and the economic potential of the cultural and creative sectors, in particular the audio-visual sector.

The objectives of the Programme consider the dual nature of the cultural and creative sectors, recognising, on the one hand, the intrinsic and artistic value of culture and, on the other, the economic value of those sectors, including their broader contribution to growth and competitiveness, creativity, and innovation. The objectives are pursued in a way that encourages inclusion, equality, diversity and participation, including, where appropriate, specific incentives that facilitate the active participation in the cultural and creative sectors of people with disabilities, people belonging to minorities and people belonging to socially marginalised groups, including both the creative process and audience development, and gender equality, in particular as a driver of economic growth, innovation and creativity.

Policy framework

The Creative Europe Programme contributes to **European policy initiatives in the field of culture**, notably the EU [Work Plan for Culture 2023-2026](#) and the [2018 New European Agenda for Culture](#). The actions of the Programme will also contribute to the implementation of the high-level initiatives such as the European Green Deal and the New European Bauhaus.

The Programme also takes into account recent Council Conclusions, including those adopted between 2021 and 2023, on "[The recovery, resilience and sustainability of the cultural and creative sectors](#)", "[Culture, high-quality architecture and built environment as key elements of the New European Bauhaus initiative](#)", "[Building a European Strategy for the Cultural and Creative Industries Ecosystem](#)", "[Reinforcing intercultural exchanges through the mobility of artists and cultural and creative professionals, and through multilingualism in the digital era](#)" and "[At-risk and displaced artists](#)".

Creative Europe will take on board the priorities of the 2023 European Year of Skills as the continuous upskilling of the professionals of the sector is key to its competitiveness.

Building on the legacy of the European Year of Youth 2022, the Programme will continue to support cultural initiatives that engage, connect, and empower young people, either as audience and/or as emerging artists.

EU values being at the core of the EU programmes, beneficiaries and activities implemented within actions of the Creative Europe Programme have to respect the EU values, as reflected in Article 2 of the Treaty on European Union, and the rights and principles enshrined in the Charter of Fundamental Rights of the European Union, particularly Article 21: respect of human dignity, freedom, democracy, equality, rule of law, respect for human rights, non-discrimination based on sex, race, ethnic or social origins, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

Activities shall also be implemented in line with the values enshrined in the declaration on European Digital rights and principles, which promotes a sustainable, human-centric vision for the digital transformation.

2024 priorities: Culture strand

The Programme will help address the current political priorities and contribute to the resilience and recovery of the cultural and creative sectors so they become more crisis resistant. It will support Ukrainian culture and creative sectors (the participation of Ukrainian cultural and creative professionals will be encouraged in all Programme actions and will constitute an annual priority under the cooperation call). And finally, it will pursue priorities proper to the culture field and help to deal with the challenges it faces, as listed in the Annual Work Programme 2024.

Making the cultural and creative sectors greener and more inclusive

The Programme mainstreams, through its actions, the **cross-cutting issues** of (i) inclusion and diversity, notably gender balance, and (ii) greening of Creative Europe. In this respect:

- i. **inclusion and diversity, notably gender balance:** projects shall facilitate access to European cultural and creative content for all groups and audiences, especially for professionals and participants with disadvantaged backgrounds and fewer opportunities related to disability or health problems, including mental health, economic, social or geographical obstacles in order to promote societal resilience, enhance social inclusion and allow for intercultural dialogue. Particular attention will be paid to fostering gender equality (in line with the [EU Gender Equality Strategy 2020-2025](#), taking inspiration in the [Gender Mainstreaming Toolkit](#)), in particular as a driver of creativity, economic growth and innovation. All activities funded under the programme must incorporate a gender equality perspective and contribute to the equal empowerment of women and men, ensuring that they achieve their full potential and benefit from the same rights.
- ii. **greening of Creative Europe:** projects shall contribute to the European Green Deal, in particular, by making efforts to adopt more environmentally sustainable (green) practices, strengthen synergies, build up capacity and knowledge and disseminate green ideas and, by this, contribute to the achievement of the overall target of 30% of the Union budget expenditure supporting climate objectives. Culture on the one hand can play an important role in the green transition through awareness-raising, learning,

communication, and on the other has the potential to develop innovative ways of tackling environmental challenges and minimize the impact on environment. The [Study on Greening the Creative Europe Programme](#) established that an expertise for the greening of the creative and cultural sectors exists. Beneficiaries of the Creative Europe programme should help spread and integrate this knowledge into the functioning of the cultural and creative sectors and beyond.

2. Objectives – Themes and priorities – Activities that can be funded – Expected impact

CREA-CULT-2024-LIT – Circulation of European literary works.

Objectives

This action will support projects that will translate, publish, distribute, and promote European³ works of fiction.

This action complements the other Creative Europe supports to the book and publishing sector such as for instance the Day of European authors (reading promotion) and the European Union Prize for Literature (promotion of European emerging authors).

Themes and priorities (scope)

In line with the current cultural policy priorities mentioned above, proposals should address the following:

1. Call specific priorities

- to strengthen the **transnational circulation** and **diversity** of European literary works.
- to encourage the translation, publication, and promotion of works of fiction written in **less widely spoken languages** to increase their distribution in wider markets in Europe and beyond.
- to help develop and reach a large readership especially **young people**.
- to promote and preserve the **profession of literary translator**, including the principles of good **working conditions** and **fair remuneration**⁴. In this respect, publishers should ensure that the name of the translator(s) appears visibly in the published book, and preferably on the cover, and that the source language is clearly mentioned.
- to contribute to strengthening the **competitiveness of the book sector** by encouraging cooperation between different actors within the book value chain- notably **booksellers** and **libraries**.

and,

- to provide **support to Ukraine** in the field of books.

³ Works of fiction written by authors who are nationals of - or residents in - Creative Europe countries, or are recognised as part of the literary heritage of these countries.

⁴ Please refer to the report "Translators on the cover – Multilingualism & translation – Report of the Open Method of Coordination (OMC) working group of EU Member State experts" Publications Office of the European Union, 2022, link: <https://data.europa.eu/doi/10.2766/017>

In this regard, projects aimed at providing books in the Ukrainian language to Ukrainian refugees and displaced people will be encouraged. (See the conditions of eligibility in Section 6 of this document.)

2. cross-cutting issues (as described in section 1 Background)

(i) inclusion and diversity, notably gender balance, and

(ii) greening of Creative Europe,

Activities that can be funded (scope)

Translation, publication, promotion, and distribution activities as well as activities addressing the themes and priorities described above.

The proposed activities should be grouped, in the application form part B, in coherent work packages (i.e., major sub-division of the project). Each work package must have a corresponding list of activities, deliverables, milestones, and critical risks (see section 10)

Expected impact

The action will support around 40 projects, implemented either by a single entity (mono-beneficiary) or by a consortium of organisations (multi-beneficiary).

Each project must be based on a sound editorial and promotional strategy covering a package of at least 5 eligible works of fiction to be translated, published, and promoted. This package must include the following elements:

- the proposed package contributes to the diversity of literature in the target country (or countries) by including works of fiction from countries that are underrepresented, and in particular, works written in lesser-used languages
- the format of the book and the distribution strategy help ensure wide and easy access to the European literary works
- the promotion strategy allows for a development of the readership
- the project encourages collaboration between the main actors of the book value chain
- the project contributes to raising the profile of translators and respects the principle of fair remuneration
- the project addresses the Creative Europe programme cross-cutting issues and the Culture Strand 2024 priorities (see section 1. Background for details)

3. Available budget

The estimated available call budget is **EUR 5 000 000**.

Specific budget information per topic can be found in the table below:

Topic	Topic budget
Circulation of European literary works	EUR 5 000 000

We reserve the right not to award all available funds or to redistribute them between the call priorities, depending on the proposals received and the results of the evaluation.

4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	16 January 2024
<u>Deadline for submission:</u>	<u>16 April 2024 – 17:00:00 CET</u> <u>(Brussels)</u>
Evaluation:	May-July 2024
Information on evaluation results:	October 2024
GA signature:	January 2025

5. Admissibility and documents

Proposals must be submitted before the **call deadline** (see *timetable section 4*).

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the [Search Funding & Tenders](#) section). Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms provided *inside* the Submission System (⚠ NOT the documents available on the Topic page — they are only for information).

Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents:

- Application Form Part A — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project (*to be filled in directly online*)
- Application Form Part B — contains the technical description of the project (*to be downloaded from the Portal Submission System, completed and then assembled and uploaded*)
- Part C — contains additional project data and the project’s contribution to EU programme key performance indicators (*to be filled in directly online*)
- **mandatory annexes and supporting documents** (*templates available to be downloaded from the Portal Submission System, completed, assembled and re-uploaded*):
 - detailed budget table/calculator
 - CVs (standard) of core project team
 - list of previous projects (key projects for the last 4 years) (*template available in Part B*)
 - other annexes:

- A dossier in PDF with information about works/translations (mandatory PDF generated and downloaded from the Creative Europe Database)
- Declaration on publications (mandatory template to be downloaded)
- CVs or biographies of translators (mandatory)

Please be aware that since the detailed budget table serves as the basis for fixing the lump sums for the grants (and since lump sums must be reliable proxies for the actual costs of a project), the costs you include **MUST** comply with the basic eligibility conditions for EU actual cost grants (see [AGA – Annotated Grant Agreement, art 6](#)). This is particularly important for purchases and subcontracting, which must comply with best value for money (or if appropriate the lowest price) and be free of any conflict of interests. If the budget table contains ineligible costs, the grant may be reduced (even later on during the project implementation or after their end).

At proposal submission, you will have to confirm that you have the **mandate to act** for all applicants. Moreover, you will have to confirm that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc). Before signing the grant, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.

Your application must be **readable, accessible and printable**.

Proposals are limited to maximum **70 pages** (Part B). Evaluators will not consider any additional pages.

You may be asked at a later stage for further documents (*for legal entity validation, financial capacity check, bank account validation, etc*).

- ❗ For more information about the submission process (including IT aspects), consult the [Online Manual](#).

6. Eligibility

Applications will only be considered eligible if their content corresponds wholly (or at least in part) to the topic description for which they are submitted.

Eligible participants (eligible countries)

In order to be eligible, the applicants (beneficiaries and affiliated entities) must:

- be legal entities (public or private bodies)
- be established in one of the eligible countries, i.e.:
 - Creative Europe Participating Countries:
 - EU Member States (including overseas countries and territories (OCTs))
 - non-EU countries:
 - listed EEA countries and countries associated to the Creative Europe Programme ([list of participating countries](#))
- other eligibility conditions:
 - Applicant (i.e. the Coordinator) must have had a legal existence for at least 2 years on the date of the deadline for submission

of applications.

- Applicant (i.e. the Coordinator) must be active in the publishing and book sector.

Beneficiaries and affiliated entities must register in the [Participant Register](#) – before submitting the proposal – and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

Other entities may participate in other consortium roles, such as associated partners, subcontractors, third parties giving in-kind contributions, etc (*see section 13*).

Specific cases

Natural persons – Natural persons are NOT eligible (with the exception of self-employed persons, i.e. sole traders, where the company does not have legal personality separate from that of the natural person).

International organisations – International organisations are eligible. The rules on eligible countries do not apply to them.

Entities without legal personality – Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf and offer guarantees for the protection of the EU financial interests equivalent to that offered by legal persons⁵.

EU bodies – EU bodies (with the exception of the European Commission Joint Research Centre) can NOT be part of the consortium.

Associations and interest groupings – Entities composed of members may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'⁶. ⚠ Please note that if the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

Countries currently negotiating association agreements – Beneficiaries from countries with ongoing negotiations for participation in the programme (*see list of participating countries above*) may participate in the call and can sign grants if the negotiations are concluded before grant signature and if the association covers the call (i.e. is retroactive and covers both the part of the programme and the year when the call was launched).

EU restrictive measures – Special rules apply for certain entities (*e.g. entities subject to [EU restrictive measures](#) under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)*⁷). Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).

- ① For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

⁵ See Article 197(2)(c) EU Financial Regulation [2018/1046](#).

⁶ For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation [2018/1046](#).

⁷ Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

Consortium composition

Both applications submitted by single applicants and proposals submitted by a consortium are allowed.

A consortium must be of at least 2 applicants (beneficiaries; not affiliated entities).

Eligible activities

Eligible activities are the ones set out in section 2 above.

Each project must **include at least 5 eligible works of fiction to be translated, published and promoted.**

In addition to the minimum number of translated works of fictions, and as part of the Creative Europe support to Ukraine, proposals may include activities and related costs for the printing, promotion, and distribution of works of fiction written in Ukrainian (see section 2 – *Themes and priorities*).

The project should comply with the following requirements regarding the works' eligibility:

- Works of fiction, such as novel, short stories, theatre and radio play, poetry works, comics and youth and children literature. Non-fiction works are not eligible. Non-fiction works include autobiographies, biographies, or essays without fictional elements; tourist guides; works in the field of humanities and social sciences (such as history, philosophy, economy, etc.) and works related to other sciences (such as physics, mathematics, etc.).
- Works already published.
- Works not already translated into the target language unless the new translation corresponds to a clearly assessed need.
- Works written by authors who are nationals of, or residents in, or be recognised as part of the literary heritage of an eligible country⁸.

Projects must comply with EU policy interests and priorities.

Financial support to third parties is allowed for grants or similar forms of support and prizes under the following conditions:

- the calls must be open, published widely and conform to EU standards concerning transparency, equal treatment, conflict of interest and confidentiality
- the calls must remain open for at least two months
- the outcome of the call must be published on the participants' websites, including a description of the selected projects, award dates, project durations, and final recipient legal names and countries
- the calls must have a clear European dimension.

Financial support to third parties will be accepted in projects which comply with the

⁸ A Creative Europe country. (see list of participating countries in the section "Eligible participants")

above conditions.

Your project application must clearly specify why financial support to third parties is needed, how it will be managed and provide a list of the different types of activities for which a third party may receive financial support. The proposal must also clearly describe the results to be obtained.

Duration

Projects should not normally exceed 36 months.

Extensions are possible, if duly justified and through an amendment.

Ethics and EU values

Projects must comply with:

- highest ethical standards and
- applicable EU, international and national law.

They may not include pornographic or racist material or advocate violence.

7. Financial and operational capacity and exclusion

Financial capacity

Applicants must have **stable and sufficient resources** to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all these projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the [Participant Register](#) during grant preparation (*e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc*). The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

The check will normally be done for all coordinators, except:

- public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations
- entities active in cultural and creative sectors that have received over 50% of their annual revenue from public sources over the last two years
- if the project requested grant amount is not more than EUR 60 000.

If needed, it may also be done for affiliated entities.

If we consider that your financial capacity is not satisfactory, we may require:

- further information
- an enhanced financial responsibility regime, i.e. joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities (*see below, section 10*)

- prefinancing paid in instalments
 - (one or more) prefinancing guarantees (*see below, section 10*)
- or
- propose no prefinancing
 - request that you are replaced or, if needed, reject the entire proposal.

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

Operational capacity

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).

This capacity will be assessed together with the 'Project Management' award criterion, on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

If the evaluation of the award criterion is positive, the applicants are considered to have sufficient operational capacity.

Applicants will have to show their capacity via the following:

- general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project
- description of the consortium participants
- list of previous projects (key projects for the last 4 years; *template available in Part B*).

Additional supporting documents may be requested, if needed to confirm the operational capacity of any applicant.

Public bodies, Member State organisations, international organisations and entities active in cultural and creative sectors that have received over 50% of their annual revenue from public sources over the last two years are exempted from the operational capacity check.

Exclusion

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate⁹:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct¹⁰ (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)

⁹ See Articles 136 and 141 of EU Financial Regulation [2018/1046](#).

- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- guilty of irregularities within the meaning of Article 1(2) of EU Regulation [2988/95](#) (including if done by persons having powers of representation, decision-making- or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant).

Applicants will also be rejected if it turns out that¹¹:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information
- they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

8. Evaluation and award procedure

The proposals will have to follow the **standard submission and evaluation procedure** (one-stage submission + one-step evaluation).

An **evaluation committee** (assisted by independent outside experts) will assess all applications. Proposals will first be checked for formal requirements (admissibility, and eligibility, *see sections 5 and 6*). Proposals found admissible and eligible will be evaluated (for each topic) against the operational capacity and award criteria (*see sections 7 and 9*) and then ranked according to their scores.

For proposals with the same score (within a topic) a **priority order** will be determined according to the following approach:

Successively for every group of *ex aequo* proposals, starting with the highest scored group, and continuing in descending order:

- 1) The *ex aequo* proposals within the same topic will be prioritised according to the scores they have been awarded for the award criterion 'Relevance'. When

¹⁰ Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

¹¹ See Article 141 EU Financial Regulation [2018/1046](#).

these scores are equal, priority will be based on their scores for the criterion 'Dissemination'. When these scores are equal, priority will be based on their scores for the criterion 'Quality of content and activities'.

- 2) If this does not allow to determine the priority, a further prioritisation can be done by considering the overall project portfolio and the creation of positive synergies between projects, or other factors related to the objectives of the call. These factors will be documented in the panel report.

After that, the remainder of the available call budget will be used to fund projects across the different topics in order to ensure a balanced spread of the geographical and thematic coverage and while respecting to the maximum possible extent the order of merit based on the evaluation of the award criteria.

All proposals will be informed about the evaluation result (**evaluation result letter**). Successful proposals will be invited for grant preparation; other ones will be put on the reserve list or rejected.

 No commitment for funding — Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc.*

Grant preparation will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Compliance will be a pre-condition for signing the grant.

If you believe that the evaluation procedure was flawed, you can submit a **complaint** (following the deadlines and procedures set out in the evaluation result letter). Please note that notifications which have not been opened within 10 days after sending will be considered to have been accessed and that deadlines will be counted from opening/access (see also [Funding & Tenders Portal Terms and Conditions](#)). Please also be aware that for complaints submitted electronically, there may be character limitations.

9. Award criteria

The **award criteria** for this call are as follows:

1. **Relevance:** This criterion will consider the extent to which the proposal:
 - is relevant to the **objectives and priorities** of the call and has the potential to increase the diversity of European literature in the targeted countries.
 - is based on a sound and adequate **needs** analysis and complements other actions.
 - addresses Creative Europe cross-cutting issues and Culture strand 2024 priorities.

(30 points)

2. **Quality of content and activities:**

This criterion will consider the extent to which:

- the proposed concept and methodologies (including the editorial strategy) are appropriate for achieving the project’s objectives.
- the target groups will benefit from the project and the effect on them.
- the project design is consistent and coherent, and feasible within the proposed time frame.
- the distribution strategy has the potential to ensure an easy access to the translated works.

(30 points)

3. **Project management:**

This criterion will consider the extent to which:

- the proposal includes effective mechanisms for coordination between the participating organisations and proposes an adequate management of the activities.
- the project’s budget is cost effective, allocates appropriate resources to each activity (sufficient/appropriate budget for proper implementation, best value for money) and respect the principle of fair remuneration translators.
- the proposal involves the appropriate project teams, staff and outside resources (including know-how, qualifications, and resources), to successfully implement the project.

(20 points)

4. **Dissemination:**

This criterion will consider the extent to which:

- the project triggers change and innovation.
- the communication and dissemination strategies have the potential to reach new audiences and positively impact the target groups and participating organisations, as well as the wider community, and guarantee the visibility of the Creative Europe Programme support.
- the proposal includes concrete and effective steps to ensure the sustainability of the project, and its capacity to have a lasting impact and produce results after the end of the action.

(20 points)

Award criteria	Minimum pass score	Maximum score
Relevance	15	30
Quality of content and activities	15	30
Project management	10	20
Dissemination	10	20
Overall (pass) scores	70	100

Maximum points: 100 points.

Individual thresholds per criterion: 15/30, 15/30, 10/20 and 10/20 points.

Overall threshold: 70 points.

Proposals that pass the individual thresholds AND the overall threshold will be considered for funding – within the limits of the available budget (i.e. up to the budget ceiling). Other proposals will be rejected.

10. Legal and financial set-up of the Grant Agreements

If you pass evaluation, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the EU Project Officer.

This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning deliverables, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on [Portal Reference Documents](#).

Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement (*Data Sheet, point 1*). Normally the starting date will be after grant signature. A retroactive starting date can be granted exceptionally for duly justified reasons – but never earlier than the proposal submission date.

Project duration: *see section 6 above*.

Milestones and deliverables

The milestones and deliverables for each project will be managed through the Portal Grant Management System and will be reflected in Annex 1 of the Grant Agreement.

Each work package should have at least 1 deliverable, but it is highly recommended to have more than 1 deliverable.

All deliverables should illustrate the scope, reach, progress, and success of the proposed activities.

The project activities must be organised in the following work packages.

For WP2 and WP3 activities should be broken down by book:

– WP 1 – Project management (mandatory)

This work package should include the management, planning, administration, and evaluation activities of the project. This work package might present activities such as meetings, evaluation, coordination and quality control activities, strategy development, preparation of reports, etc.

Deliverables of this work package might include agendas or minutes of meetings, evaluation and/or quality control reports, a set of indicators for the assessment of activities and their impact, conception/planning reports, etc.

– **WP 2 – Translation (mandatory)**

Deliverables of this work package shall include contracts with the translators (mandatory), proofs of payment and declarations signed by the translator (mandatory); may also include: translation excerpts, copy of the translated book (no draft version), etc.

– **WP 3 – Publication and Distribution (mandatory)**

Deliverables of this work package shall include published books (print or digital format) (mandatory); biographies of the translators included in the published books (mandatory) and may also include: design, artworks and layout of the books, metadata of the books, etc.

– **WP 4 – Promotion and Communication (mandatory for the whole project and for each book)**

This work package should group the activities that aim to ensure adequate visibility of each book, including the visibility of the author and the translator, as well as the visibility of the activities of the project and wide dissemination of its results beyond local, regional, and national levels.

For the whole project, deliverables of this work package might include a communication and dissemination strategy, communication/dissemination campaigns, materials used for the promotion of events and talents, distribution and dissemination activities, communication/dissemination materials, as well as advertising and branding materials (brochures, programmes, posters, banners, tag lines, mission statements, graphic design specifications), press reviews, etc.

For each book, deliverables for this work package shall include promotion on-site (banners, posters, postcards, etc.), offline promotion (catalogues, brochures, leaflets, press kit, etc.) ; online promotion (websites, blogs, electronic press kits, newsletters, online ads, etc.); social media communication (Facebook, Twitter, Instagram, etc.); press coverage, media reports; radio/TV broadcasts & podcasts, videos (links); events (live or online) etc.

– **WP 5 – Support to works of fiction written in Ukrainian (if applicable)**

This work package should group together the activities of printing, promotion, and distribution of works of fiction written in Ukrainian in order to ensure their visibility and their access and availability to Ukrainian displaced people and refugees.

Deliverables of this work package might include deliverables listed in **WP 3 – Publication and Distribution** and **WP 4 – Promotion and Communication**.

Form of grant, funding rate and maximum grant amount

The grant parameters (*maximum grant amount, funding rate, total eligible costs, etc*) will be fixed in the Grant Agreement (*Data Sheet, point 3 and art 5*).

- Project budget (maximum grant amount):
- small-scale: projects proposing translation of at least 5 books can receive up to EUR 100 000.
- medium-scale: projects proposing translation of at least 11 books can receive up to EUR 200 000.
- large scale: projects proposing translation of at least 21 books can receive up to EUR 300 000.

The total grant per project cannot exceed EUR 200,000 for single applicants and EUR 300,000 for proposals submitted by a consortium (made of minimum 2 eligible organisations) with the above respective ceilings

The grant will be a lump sum grant. This means that it will reimburse a fixed amount, based on a lump sum or financing not linked to costs. The amount will be fixed by the granting authority on the basis of the estimated project budget and a funding rate of 60%.

Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement (*Data Sheet, point 3, art 6 and Annex 2*).

Budget categories for this call:

- Lump sum contributions¹²

Specific cost eligibility rules for this call:

- the lump sum amount must be calculated in accordance with the methodology set out in the lump sum decision and using the detailed budget table/calculator provided (if any)
- the lump sum calculation should respect the following conditions:
 - for lump sums based on estimated project budgets: the estimated budget must comply with the basic eligibility conditions for EU actual cost grants (see [AGA – Annotated Grant Agreement, art 6](#))
 - for lump sums based on estimated project budgets: costs for financial support to third parties: can be included in the detailed budget table for grants or similar and prizes; maximum amount per third party EUR 60 000.
- Costs related to translation and publication rights are not eligible.

Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement (*Data Sheet, point 4 and art 21 and 22*).

After grant signature, you will normally receive a **prefinancing** to start working on the project (float of normally **70%** of the maximum grant amount; exceptionally less or no prefinancing). The prefinancing will be paid 30 days from entry into force/financial guarantee (if required) – whichever is the latest.

There will be no interim payments

Payment of the balance: At the end of the project, we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

All payments will be made to the coordinator.

 Please be aware that payments will be automatically lowered if one of your consortium members has outstanding debts towards the EU (granting authority or

¹² [Decision](#) of 26 May 2021 authorising the use of lump sums for actions under the Creative Europe Programme.

other EU bodies). Such debts will be offset by us – in line with the conditions set out in the Grant Agreement (*see art 22*).

Please also note that you are responsible for keeping records on all the work done.

Prefinancing guarantees

If a prefinancing guarantee is required, it will be fixed in the Grant Agreement (*Data Sheet, point 4*). The amount will be set during grant preparation and it will normally be equal to or lower than the prefinancing for your grant.

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State. If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in your country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

Prefinancing guarantees are normally requested from the coordinator, for the consortium. They must be provided during grant preparation, in time to make the prefinancing (scanned copy via Portal AND original by post).

If agreed with us, the bank guarantee may be replaced by a guarantee from a third party.

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the Grant Agreement (*art 23*).

Certificates

Depending on the type of action, size of grant amount and type of beneficiaries, you may be requested to submit different certificates. The types, schedules and thresholds for each certificate are fixed in the Grant Agreement (*Data Sheet, point 4 and art 24*).

Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement (*Data Sheet point 4.4 and art 22*).

For beneficiaries, it is one of the following:

- limited joint and several liability with individual ceilings – *each beneficiary up to their maximum grant amount*
 - unconditional joint and several liability – *each beneficiary up to the maximum grant amount for the action*
- or
- individual financial responsibility – *each beneficiary only for their own debts*.

In addition, the granting authority may require joint and several liability of affiliated entities (with their beneficiary).

Provisions concerning the project implementation

IPR rules: *see Model Grant Agreement (art 16 and Annex 5)*:

- different rights of use of the granting authority on materials, documents and information received for policy, information, communication, dissemination and publicity purposes: Yes

Communication, dissemination and visibility of funding: *see Model Grant Agreement (art 17 and Annex 5)*:

- additional communication and dissemination activities: Yes
- special logos: Yes

Specific rules for carrying out the action: *see Model Grant Agreement (art 18 and Annex 5)*: n/a

Other specificities

n/a

Non-compliance and breach of contract

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).

- 📄 For more information, *see* [AGA – Annotated Grant Agreement](#).

11. How to submit an application

All proposals must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a **2-step process**:

a) create a user account and register your organisation

To use the Submission System (the only way to apply), all participants need to [create an EU Login user account](#).

Once you have an EU Login account, you can [register your organisation](#) in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

b) submit the proposal

Access the Electronic Submission System via the Topic page in the [Search Funding & Tenders](#) section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 4 parts, as follows:

- Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities, and associated partners) and the summarised budget for the proposal. Fill it in directly online.
- Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file.
- Part C containing additional project data. To be filled in directly online.
- Annexes (*see section 5*). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type.

- Additionally, a dossier containing information about the books & translations must be filled in the Creative Europe Database. The PDF of this dossier will have to be uploaded as an annex.

The proposal must keep to the **page limits** (*see section 5*); excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System otherwise the proposal might be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (*see section 4*). After this deadline, the system is closed and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the [IT Helpdesk webform](#), explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the [Online Manual](#). The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

12. Help

As far as possible, ***please try to find the answers you need yourself***, in this and the other documentation (we have limited resources for handling direct enquiries):

- [Online Manual](#)
- FAQs on the Topic page (for call-specific questions in open calls; not applicable for actions by invitation)
- [Portal FAQ](#) (for general questions).

Please also consult the Topic page regularly, since we will use it to publish call updates. (For invitations, we will contact you directly in case of a call update).

Contact

For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#).

Non-IT related questions should be sent to the following email address: [FACEA-CREATIVE-EUROPE-TRANSLATIONS@ec.europa.eu] Please indicate clearly the reference of the call and topic to which your question relates (*see cover page*).

13. Important



IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- **Registration** — Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form.
- **Consortium roles** — When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.

The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. **Associated partners** and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding). **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application.

- **Coordinator** — In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.
- **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any).
- **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.
- **Consortium agreement** — For practical and legal reasons it is recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.

- **Balanced project budget** — Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties, etc*). You may be requested to lower your estimated costs, if they are ineligible (including excessive).
 - **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).
 - **No-profit rule** — Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.
 - **No cumulation of funding/no double funding** — It is strictly prohibited to cumulate funding from the EU budget (except under 'EU Synergies actions'). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances be declared under two EU grants. If you would like to nonetheless benefit from different EU funding opportunities, projects must be designed as different actions, clearly delineated and separated for each grant (without overlaps).
 - **Combination with EU operating grants** — Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice (see [AGA – Annotated Grant Agreement, art 6.2.E](#)).
- Multiple proposals** — Applicants may submit more than one proposal for *different* projects under the same call (and be awarded funding for them). Organisations may participate in several proposals. BUT: if there are several proposals for *very similar* projects, only one application will be accepted and evaluated; the applicants will be asked to withdraw the others (or they will be rejected).
- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
 - **Rejection** — By submitting the application, all applicants accept the call conditions set out in this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.
 - **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
 - **Language** — You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, see *section 12*).

- **Transparency** — In accordance with Article 38 of the [EU Financial Regulation](#), information about EU grants awarded is published each year on the [Europa website](#).

This includes:

- beneficiary names
- beneficiary addresses
- the purpose for which the grant was awarded
- the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

- **Data protection** — The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the [Funding & Tenders Portal Privacy Statement](#).