

EUROPEAN SPACES OF CULTURE

Frequently Asked Questions

Call for Ideas 2021: what's new?

Increased project budget

Phase 1 of the Preparatory Action (2019-2021) included a project budget of EUR 350,000, which could fund ten ideas and five pilot projects only. The new Call for Ideas has a budget of EUR 500,000 and aims to support around ten pilot projects.

Number of projects more flexible

Phase 1 of the Preparatory Action set out from the start to support ten ideas and five pilot projects. In the new Call, the selection will be made with more flexibility and be based on the amounts requested by the best ideas and projects.

Mobility scheme

The new Call for Ideas includes a dedicated budget for a new Mobility Scheme. The Call will be open to small mobility grants for prospective project partners, especially those with a focus on transnational and transregional projects, before submitting their idea. Mobility grants will be open to EUNIC members.

More local partners required

This Call has raised the minimum of key local cultural partners to three. Partners can be civil society organisations as well as public bodies.

Exception possible when there are no 3 EUNIC members

A minimum of three EUNIC members is still required with one of them administering the application. However, exceptions can be made in countries with limited EUNIC capacity and presence. In such cases it must be made clear why the threshold of 3 EUNIC members is impossible to achieve.

Selection based on scores

In the previous Call for Ideas, only the selection in the second step of the Call was made based on maximum scores per criterion. In the new Call, scores per criterion have been added already for the selection in Step 1.

Budget

Does the project need to be co-financed or can it be exclusively financed by the European Spaces of Culture budget?

No co-financing is required for these projects. The maximum contribution from the Spaces budget is EUR 60,000 for each project. If the project requires a larger budget, of course co-financing needs to be sought, coming from EUNIC members, local or national sources. But in



principle, no co-financing is required. Note however that an EU Delegation cannot co-finance a project (see next question).

Co-financing: Is it possible to connect European Spaces of Culture with other EU funding sources?

Other funding from EU sources, for instance a financial contribution from the EU Delegation or from any EU funding programme, is considered double funding and therefore not allowed. However, if your idea is selected for Step 2, but not for Step 3, you may look for EU funding for implementation of the project at a later stage.

What if we don't need the EUR 60,000 for our project?

You are not required to apply for the maximum amount of EUR 60,000. Applying for less will not diminish your chances either, as long as your budget is in coherence with the project activities as proposed. However, keep in mind that European Spaces of Culture offers opportunities to perhaps think bigger than with other projects, e.g. EUNIC Cluster Fund projects.

EUNIC has been awarded EUR 750,000 from the European Commission for this project but is only funding projects amounting to EUR 500,000. How is the rest of the grant spent?

Besides funding of ideas and projects, we also have staff costs, the organisation of Creative Labs for selected ideas' teams, the presentation of the project's results and recommendations at a final conference in Brussels, as well as the travel budget for the team and the Selection Committee.

Partnership

How should the EU Delegation be involved in the project? Do they just agree on the proposal after the project team has drafted it, or should they have to co-build the proposal with the project team? Is it just an administrative participation or a deeper involvement?

The European Spaces of Culture project is there to test how the different partners can work together on equal basis. It is therefore important for all partners, including the EU Delegation, to be involved from the start. This involvement can go in many ways and intensities, depending on their capacity and experience.

The EU Delegation can be an active partner in drafting the project idea, it can play a communication/promotion role, or one of networking and bringing in interesting partners, as it often has a different network than the cultural institutes. They might take up an advising role, to test how a project fits in the current EU policy development, for instance. Or they can be involved as an extra EU ambassador to give the project more EU signature.

One of the eligibility criteria is involving at least 3 EUNIC members in the project. Are these members of EUNIC at headquarters' level or of individual clusters?

The EUNIC members involved can include both members locally based and those at headquarters' level. As the projects should take place in countries outside of the EU, it will mostly be members locally based teaming up together as well as with the EU delegation and local organisations, as they have the local networks. But headquarters may also initiate or be involved in a project. Moreover, EUNIC members are not required to be formally established in a EUNIC cluster when submitting a proposal.

Can clusters' associate members also be involved in the project?

Some cluster members are indeed formally associate members but could be full members if they receive a mandate. Headquarters of EUNIC members may nominate a representing entity to act on their behalf as a full member in a cluster. This representative can be the



embassy of their country or a different entity acting on the EUNIC member's behalf. However, some associate members are automatically not eligible to be counted as partners as they are non-EU embassies, like the embassies of Switzerland. Please contact your headquarters, or the EUNIC team, to verify if a partner can partake in the project.

Who can apply on behalf of the project team?

Only a full EUNIC member (headquarter or local branch) can act as applying partner in the team. Additionally, this needs to be an affiliated entity of the project. Affiliated entities to the project are those whose headquarters signed a Declaration of Honour in the application submitted by EUNIC Global in 2019 (see the list below).

Affiliated entities: EUNIC members eligible to be the signatory of the contract

- Austrian Federal Ministry for European and International Affairs
- Wallonie-Bruxelles International
- Flanders Department of Foreign Affairs
- Czech Centres
- Danish Cultural Institute
- Estonian Institute
- Finnish Cultural and Academic Institutes
- Fondation des Alliances Françaises
- French Ministry for Europe and Foreign Affairs
- Institut français
- Goethe-Institut
- ifa – Institut für Auslandsbeziehungen
- Hellenic Foundation for Culture
- Ministry of Foreign Affairs and Trade of Hungary
- Culture Ireland
- Società Dante Alighieri
- Italian Ministry of Foreign Affairs and International Cooperation
- Lithuanian Culture Institute
- Arts Council Malta
- DutchCulture, centre for international cooperation
- Camões, I.P.
- Romanian Cultural Institute
- Republic of Slovenia, Ministry of Foreign Affairs
- AECID
- Instituto Cervantes
- Swedish Institut
- British Council

Is there a limit of EU partners to the project?

There is no limit to the number of partners involved, but the balance of the partnership should be kept in mind.

To what extent should each partner be involved in the project?

Each partner should have a clear role and responsibility and the partnership should be based on equity. All partners are involved in the design, preparation and implementation of the project from the start. Each partner brings in its own contribution by applying its expertise or network. This should be explained in the application.

Do we need to be a cluster?

No, as long as there are three EUNIC members involved. In some countries there is no formally established cluster, but some EUNIC members do work together, and they can also submit a proposal for European Spaces of Culture, as long as they adhere to the partnership criteria and work together with the EU Delegation and local partners.

Who can be a local partner?

The local partners could be NGOs in the field of arts, culture, education, etc. or it can be a public institution, like a local or regional authority. The local partner needs to be relevant to the project and should have a clear role in it. Furthermore, it should be a legal person.



Proposal

In which language should the proposal be written?

The proposal and all application documents should be written in English.

Is there a word limit for the application?

For each section in the application form, there is a word limit. Make use of this space, but be as concrete and direct as you can, as the Selection Committee will have quite a number of applications to read.

In the Application form, in the “Activities and timeline (Step 2)” section, are the details only meant for Step 2?

Yes. In this particular section you enter only the activities for Sep 2, the design and preparation phase of the project.

Should proposals be designed to be transferrable to other countries or contexts?

One of the objectives of European Spaces of Culture is to test new models of collaboration between EUNIC, the EU and local stakeholders. These models would ideally be transferrable to other countries and have the potential to be upscaled, and it is something to be kept in mind when drafting your proposal.

Should the EU Delegation/ EU ambassador sign the support letter from partners?

The EU Delegation should indeed submit a support letter. It is not necessarily the EU Ambassador who signs, and the letter should not be seen as a legal document – it demonstrates that the EU Delegation supports and participates in the project. If the EU Delegation, or any other partner, wishes to alter the wording in the support letter, please contact the Spaces team at EUNIC.

Can partners be involved in different applications at the same time?

Partners can be involved in multiple applications at the same time, as applicant or regular partner.

Are multiple applications from the same country or city allowed?

Yes, it is allowed to submit several applications from the same cluster or country, involving the same or different partners. Keep in mind that it will be highly unlikely that more than one proposal per country will be selected.

Mobility Scheme

What is the new Mobility Scheme?

The Mobility Scheme is a new element in the new Call. The Call's budget provides for a Mobility grant scheme to facilitate the forging of partnerships before a project proposal is submitted. The Call will be open to small grants for prospective project partners, especially those with a focus on transnational and transregional projects, before submitting their idea.

Who can make use of the Mobility Scheme?

The Mobility grants will be open to EUNIC members' colleagues with limited travel budgets. The grants are especially meant for prospective partnerships that cross borders or combine regions in large countries. Application will be light and submitted to and evaluated by the EUNIC office in Brussels.



If selected

What are the next steps when our idea is selected?

If your proposal is selected, you will be invited to submit a follow-up proposal in Step 2. The follow-up proposal should include more details about concrete activities, more details about your partnership and different roles and responsibilities, as well as a detailed monitoring & evaluation scheme and communication strategy. A new application form will be provided to this end and explained to all project partners involved, during a meeting directly following the selection. The follow-up proposal should be submitted **by 4 November 2021**. An agreement will be signed between EUNIC and the EUNIC member submitting the proposal for the period until the submission of the follow-up proposal, for the amount requested in the initial proposal for this period. This agreement sets out the process and responsibilities of both parties involved.

What about the Creative Labs for selected teams?

All selected project teams will be invited to participate in the Creative Lab in Brussels. At the Creative Lab, project teams work on their ideas, draft M&E mechanisms and indicators that they will use to evaluate their projects and within their local context, work on their communication plan and discuss together how they can design their project further in the framework of European cultural relations. One participant per project team can be reimbursed by EUNIC, but it is strongly encouraged to include more participants per team (representatives from EUNIC, EU Delegation and local partners). Invitations to the Creative Lab in September 2021 will be sent to all selected project teams. A second Creative Lab in 2022 will bring together the project teams that are selected to implement their project in 2022.

What happens if we don't spend the proposed amount in Step 2?

The amount requested for Step 2 is at minimum EUR 5,000. Keep in mind that this period of time is useful to further develop the project proposal, travel and meet partners, conduct research or consultancies and therefore must have meaning for the project to be implemented, if selected. Transfer of budgets from Step 2 to Step 3 is possible, but needs to be discussed with the team at EUNIC.

What about the Covid-19 pandemic, how does the project mitigate its effects?

It is unlikely that the Covid-19 pandemic and any measures taken by governments will not have any effect on the course of the process of selection and implementation of projects. Project teams are invited from the start to consider hybrid or fully digital formats for their cultural relations project idea, that would fit the local context with possible limitations to travel and physical events. The Mobility scheme is designed to enable colleagues to travel and meet already at the preparatory phase of their project idea, but it could well be that the pandemic creates limitations for travel. The budget of the Mobility scheme will then be used for other (travel) purposes throughout the project. If projects are hindered in their implementation because of the ongoing crisis, solutions to alter programming and activities will be discussed and sought together with the European Spaces of Culture team at EUNIC.

Any other question?

For any other question, please contact the European Spaces of Culture team at EUNIC or visit europeanspacesofculture.eu.

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