



# SECOND CALL for APPLICATIONS

3 June 2019

## 1. For whom?

This Call for Applications is for artists and culture professionals (individuals or groups of up to 5 people) aged 18+, active in the fields of performing arts and visual arts, of all educational qualifications and levels of experience, legally residing in a Creative Europe country.

Visual arts: *Crafts – Design – Digital arts – Fashion – Fine arts – Graphic arts – Photography*

Performing arts: *Circus – Dance – Opera – Performance – Puppetry – Street Art – Theatre*

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

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

## 2. For what?

i-Portunus provides financial support to help fund the cost of travel (transportation, accommodation etc.) to another Creative Europe country (or several of them).

- The mobility must be between 15 and 85 days in length, and must take place between 25 July and 31 December 2019.
- The mobility must focus on one project.
- It can be continuous, or segmented:
  - A **continuous** mobility means that you have one round-trip travel, to one or several destinations.
  - A **segmented** mobility means that you will travel several times, to one or several destinations. Each trip must last a minimum of 5 days, and the total number of days still has to be between 15 and 85.

### *Timetable*

Call for Applications:	3 June 2019
Submission deadline:	<b>24 June 2019 (14:00 Brussels time)</b>
Notification of Results:	16 July 2019
Earliest departure date:	25 July 2019
Latest return date:	31 December 2019

The **main objective** of your mobility must be one of the following:

- ✓ **International collaborations:** For example, *you are working on a cultural production, such as an exhibition, a performance, a theatre piece, with an international partner.*
- ✓ **Production-oriented residencies:** For example, *the result of your mobility will be a public presentation of a newly created body of work - an exhibition, a performance, a publication, etc.*
- ✓ **Professional development:** For example, *you will take part in auditions, network meetings, showcases, workshops, master classes, and other types of training outside of formal education.*
- ✓ **Presentation:** For example, *you will present an exhibition, a performance, a theatre piece in the destination country.*

### *Financial support and available budget: how much?*

The level of support depends on the length of your mobility:

15 to 29 days	1500 euros
30 to 59 days:	2400 euros
60 to 85 days:	3000 euros

Additional mobility support can be provided to disabled artists & culture professionals.

## ***3. How to apply***

### *What is expected of you*

To apply, you should organise a project with a host institution or partner in another Creative Europe country (or in several other countries). In your application, you will need to:

- describe the project and its main objective,
- explain how the mobility project will allow you to achieve the stated objective,
- provide documents showing that you have made plans with a partner or host institution, and that the partner/host institution is committed to your project.

Your application should clearly illustrate how this mobility will affect your professional development or career path (creation, training, collaborations, career or job perspectives, networking, etc.).

### *Admissibility requirements: information to be provided*

To apply, you should create an account and complete an application form *in English* on: [my.i-portunus.eu](http://my.i-portunus.eu) before the deadline indicated in the 'Timetable' box (see above). After this deadline (24 June 2019 at 14:00 Brussels time), you will not be able to modify your application.

You will be asked to provide the following types of information:

- Personal details
- Education
- Work experience
- Details of your planned mobility (dates, destination(s), method of transport)
- Information on your project (description, need for mobility, preparation, impact)
- Feedback on the application process

As well as the following documents (in PDF format):

- A 1-page CV (max 10 MB)
- A portfolio (max 10 pages, max 10 MB)
- Relevant documents supporting your mobility plan, for example: invitation letters, meeting confirmations, co-production agreements etc. (max 5 pages, max 10 MB)
- A signed Declaration on Honour, confirming your eligibility and stating that you do not fall within the Exclusion Criteria (see Point 7 below, max 10 MB).

#### ***4. Selection criteria: how your application will be evaluated***

All applications will be independently evaluated by two experts: one specialised in the origin country and sector of the applicant, and the other in the destination country(ies) and sector.

*We will work with experts specialised in different regions and sectors. For the sake of neutrality, we will only publish their names at the end of this pilot project.*

The evaluators will assess the following aspects of your application:

- **Relevance:** extent to which the mobility will assist you in achieving the outcomes (20 points)
- **Preparation:** extent to which the project and mobility have been well prepared (20 points)
- **Outcomes:** what you aim to achieve as a result of your mobility (10 points)

The final selection of projects will be based on the scores obtained in the evaluation, but will also take into consideration geographical balance, inclusion, gender issues, environment considerations, and the experimental nature of the project

Each evaluator will assign a score to your application, your final 'score' will be an average of the two scores.

You will be informed by e-mail about the results of the selection process.

Selected applicants will be contacted within 3-4 weeks of the deadline of the call. The others will receive an email saying they are not selected. Due to the number of applications, the i-Portunus team will not motivate the decision, which will be final.

#### ***5. Eligibility criteria: What are the conditions?***

- Applications must be submitted in English, using the on-line i-Portunus application form, by the deadline, as indicated in Point 3 and in the Timetable above.
- Applications must include all of the information requested in the application form, including annexed documents, as summarised in Section 3.
- Applicants must be artists or culture professionals (individuals or groups of up to 5 people) active in the fields of the visual or performing arts, at least 18 years old, and legal residents of a Creative Europe country. Applicants and groups of applicants must be individuals, *not* legal entities.
- The destination of the mobility must be a Creative Europe country.
- The departure date must be on or after 25 July 2019; the return date on or before 31 December 2019. The total length of the mobility must be between 15 and 85 days (including travel days) and can take place either in one or several travels. The segmented mobility will be calculated according to the total amount of days.
- The Applicant has not previously received i-Portunus mobility support.

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

## ***6. Procedure: if you are selected***

### ***Contract and initial payment of mobility support***

- You will receive a contract, which you will be requested to sign and upload to your i-Portunus account.
- You will also be asked to provide your bank account information (with BIC and IBAN code).
- After receipt of your contract and bank information, 75% of the mobility support will be transferred to your bank account.

If you apply as a group: each member of the group will sign a separate contract and receive a separate payment.

### ***Activity report and final payment of mobility support***

Since i-Portunus is a pilot mobility project, you will be requested to provide feedback on the programme through a light and easy activity report, within 2 weeks of the end of your mobility. This activity report will request the following information:

- Results: Did the result of your mobility match your expectations and how? If not (either because the result exceeded or fell below what you expected), please explain.
- Attachments: Videos, pictures, documents that will give us a better insight in the results of your mobility. Unless otherwise requested, the visual material will be used on the i-Portunus website mentioning the name of the artist/culture professional.
- Proof of your mobility, eg:
  - Electronic boarding pass / train ticket
  - Pictures of the beneficiary during the mobility
  - Activity on social media

Once you have completed this report on the i-Portunus platform, you will receive the remaining 25% of the mobility support. If the activity report has not been submitted within 6 weeks of the end of the mobility, the remaining 25% will not be paid.



**IMPORTANT!** You will be responsible for paying all taxes due on the mobility support you receive. This may include double taxation. For details, see [https://europa.eu/youreurope/citizens/work/taxes/double-taxation/index\\_en.htm](https://europa.eu/youreurope/citizens/work/taxes/double-taxation/index_en.htm).

### ***Optional additional feedback***

Since i-Portunus is a pilot, it's important to receive your feedback, so that we can use your experience to improve the scheme. Therefore after your mobility, we will ask you to complete a questionnaire evaluating the mobility scheme.

## ***7. Publicity***

### ***By you***

Individuals receiving the financial mobility support must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the financial mobility support is used.

In this respect, individuals receiving the financial mobility are required to give prominence to the name and logo of the European Union and of the Creative Europe programme on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the logo and the disclaimer in accordance with the details provided in the Contract mentioned in Point 5 above.

If this requirement is not fully complied with, the beneficiary's financial mobility support may be reduced in accordance with the provisions of the above-mentioned Contract.

In addition to the text and logo relevant to the EU programme, the i-Portunus team will provide beneficiaries with a disclaimer – which they will obligatorily use – stating that the EU is not responsible for the views expressed in the publications and/or in conjunction with the activities for which the mobility support is used.

### ***By i-Portunus***

All information relating to financial mobility support awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than 30 June of the year following the financial year in which the financial mobility supports were awarded.

i-Portunus will publish the following information:

- name of the beneficiary,
- objective of the financial mobility support,
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

## ***8. Exclusion criteria***

### ***The Consortium staff***

Staff members of organisations involved in the preparation of the 2019 i-Portunus pilot programme are not eligible for support:

- Creative Europe Programme staff
- Goethe-Institut staff
- Institut français (Paris) staff
- Izolyatsia staff
- Nida Art Colony of Vilnius Academy of Arts staff

## ***9. Financial provisions***

### *General principles*

#### a) Non-retroactivity

No financial mobility support may be awarded retrospectively for actions already completed.

#### b) Implementation contracts/subcontracting

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the person receiving financial mobility support must retain the documentation for the event of an audit.

## ***10. Data Protection***

The reply to any Call for Applications involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data : <https://eur-lex.europa.eu/legal-content/en/TXT/?uri=CELEX:32018R1725>

Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the Call for Applications will be processed solely for that purpose by the i-Portunus evaluation team. Details concerning the processing of personal data are available on the privacy statement at: [https://ec.europa.eu/info/funding-tenders/rules-public-procurement/data-protection-public-procurement-procedures\\_en](https://ec.europa.eu/info/funding-tenders/rules-public-procurement/data-protection-public-procurement-procedures_en).

## ***11. Contacts***

The i-Portunus team is available to answer questions relating to the content of the present Call for Applications. All questions must be sent by e-mail to [info@i-portunus.eu](mailto:info@i-portunus.eu).

