

CONDITIONS PICE / MOBILITY / MARCH 2016 CALL FOR APPLICATIONS

1. Purpose of the grants

1.1. The main purpose of the Programme for the Internationalisation of Spanish Culture (PICE) of the state agency Acción Cultural Española (AC/E), in the Mobility category, is to boost the capacity of Spain's culture sector and its creative industries to operate internationally, by promoting the international circulation and mobility of works, productions, artists, creators, agents and culture and creative professionals from Spain at the request of international cultural organisations and institutions.

1.2. The Programme is designed to encourage foreign organisations and institutions of interest in the cultural field – both public and private – to feature Spanish or Spanish-resident artists, culture professionals and creators in overseas programmes in order to enhance the international visibility, mobility and recognition of the latter, who should preferably be emerging artists, professionals and creators or at an intermediate stage in their careers and in need of international exposure.

1.3. With its grants, the Programme stimulates the internationalisation of Spain's creative and culture sector by fostering its transnational circulation through the presence of Spanish creators and professionals in overseas activities generated and promoted by these foreign culture organisations and institutions which feature them in international events, festivals, exhibitions, tours, etc.

1.4. Projects relating to the attendance of seminars, conferences, meetings and specifically academic events held abroad are excluded from the scope of the Programme.

1.5. To publicise this programme of grants, Acción Cultural Española may enlist the collaboration of the specialised cultural agencies of the office of the Secretary of State for Culture, the Instituto Cervantes and the Spanish Agency for International Development Cooperation and their respective overseas networks.

2. Submission of applications and closing date

2.1. Grants can be applied for exclusively by foreign cultural organisations and institutions, *legal and tax incorporated in its country of residence and able to issue commercial invoices*, **twice yearly**: from 00:00 (GMT + 1) on 1 **March** of the current year to 24:00 (GMT+1) on 31 March of the same year and from 00:00 (GMT + 1) (*from the October 2016 call for applications onwards, the dates of subsequent calls will change permanently. See FAQs**).

2.2. Only applications properly completed (online) in Spanish or English in the computer application accessed from the restricted area of AC/E's website www.accioncultural.es will be accepted.

2.3. Incomplete applications will not be accepted, and any that fail to comply with the requirements

laid down in the conditions of this call for applications will be rejected.

2.4. The electronic application form in the computer application can be accessed (online) through AC/E's website during the period referred to in point 2.1. To access the PICE computer application, applicants must identify themselves as registered users (by entering user login and password).

2.5. Each application must be submitted to only one cultural area: performing arts (theatre, dance); visual arts (including architecture and design); film (including documentary); literature and books (including illustration); and music.

2.6. The grants can be allocated to the following items relating to Spanish participation in the event for which they are awarded:

- international and domestic travel expenses;
- accommodation and subsistence expenses;
- expenses arising from the preproduction or production of the activity and other justifiable related expenses (media, advertising, fees, etc.).

2.7. Applicant foreign organisations and institutions can request additional or complementary information and send any queries about the grants to the following addresses:

Performing arts: artescenicas@accioncultural.es

Visual arts (plus architecture and design): artesvisuales@accioncultural.es

Film (plus documentary): cine@accioncultural.es

Literature and books (plus illustration): literatura@accioncultural.es

Music: musica@accioncultural.es

2.8. In accordance with AC/E's Asia-Pacific Action Plan for 2016, priority will be given to projects submitted by cultural organisations belonging to the following countries: Australia, Bangladesh, China, Philippines, India, Indonesia, Japan, South Korea, Malaysia, New Zealand, Pakistan, Singapore, Thailand and Vietnam.

3. Application requirements

3.1. Candidate Spanish artists, professionals and creators for the PICE Mobility grants can only be proposed by foreign cultural organisations and institutions. Proposals will not be accepted from any other type of institutions or from individuals.

3.2. Preference will be given to applications that have not requested PICE/Mobility grants for projects during the previous two years.

3.3. The proposed activity projects must include a commitment from the applicant to fund at least 50% of the activity for which the grant is requested. The total amount requested from AC/E in each application

must not exceed fifteen thousand euros (€15,000).

3.4. Applicants must expressly confirm this commitment to co-fund the project in order for their applications to be considered.

4. Assessment of applications and award of grants

4.1. Grants will be awarded by AC/E following a competitive procedure whereby the activities and candidates proposed in the applications will be assessed by the external committee of prestigious independent advisors designated by AC/E for each cultural area in accordance with the quality and interest of the proposed activity programme.

4.2. The following factors will be taken into account with respect to the PROFILE OF THE APPLICANT ORGANISATION OR INSTITUTION:

- it is a foreign organisation or institution, public or private, that is culturally significant in its country of origin or internationally reputed;
- the foreign organisation or institution has sufficient means and capabilities to carry out the proposed activities for which the grants are requested and to guarantee compliance with the conditions that regulate them.

4.3. The following factors will be taken into account with respect to the PROFILE OF THE ACTIVITY PROJECT:

- the activity is part of a general project that is feasible and has continuity;
- it is preferably an activity originating from an activity project previously approved under the Visitors category of the PICE;
- the project helps consolidate the presence of the Spanish professional or creator on the international scene;
- it is preferably a project that does not receive any other kind of Spanish funding for the same items.

4.4. The **decision period** for the award of the grants will be **twenty (20) calendar days** from the closing date for the submission of applications.

4.5. The list of foreign beneficiary organisations or institutions will be published on AC/E's website <http://www.accioncultural.es/es/progPICE> after the end of the decision period.

4.6. The abovementioned beneficiaries must confirm their acceptance, through the computer application, within five (5) calendar days from the publication of the provisional list of results on AC/E's website. By accepting the grant, beneficiaries undertake to agree to the present conditions and comply with the obligations derived therefrom.

4.7. A beneficiary will be understood to desist from their grant request if notification of acceptance is not received within the abovementioned period of five (5) calendar days, after which the final and definitive list of beneficiaries will be published on AC/E's website.

5. Obligations of beneficiaries

5.1. Grant beneficiaries undertake to agree to these conditions and comply with the obligations derived therefrom, after accepting the grant as described in point 4.6.

5.2. The activities proposed by the beneficiary applicant organisations must be performed within **eight (8) months** from the definitive publication of the list of beneficiaries referred to in point 4.7; that is between **1 May** and **31 December** 2016.

5.3. After accepting the grant, the beneficiary must notify the Spanish artists, professionals or creators taking part in the activity project, directly and individually with a copy to AC/E, by means of the following text: *'Your participation in this project has been made possible by the Programme of the state agency Acción Cultural Española (AC/E) for the Internationalisation of Spanish Culture (PICE), in the Mobility category, which facilitates the presence and collaboration of Spanish or Spanish-resident artists, professionals or creators in the international activities and programmes of foreign cultural organisations and institutions, both public and private.'*

5.4. If, after the beneficiary has accepted the grant, any changes are made to the terms of the project previously approved by AC/E (place, dates, participants, etc.) for duly justified reasons, AC/E must be notified of these changes as soon as possible so that it can confirm its decision to maintain the award of the grant in view of the proposed changes. AC/E undertakes to notify the beneficiary in writing, as soon as possible, of its acceptance of the changes.

5.5. The beneficiary undertakes to obtain written consent from each of the Spanish artists, professionals or creators participating in the project for which AC/E has awarded a grant, as holders of their personal details, that by supplying these details they authorise AC/E to use them for the purpose of managing this Programme, as well as for directly coordinating with them actions aimed at disseminating the project (such as the corresponding image, graphic, text, etc resources, in different media) and exchanging resources (interviews, workshops, professional meetings, etc.) with a view to establishing future working networks and collaboration.

5.6. Acceptance of the grant entails the beneficiary's willingness to collaborate by responding to a survey on the quality of the PICE/Mobility that AC/E conducts regularly after each call for applications in order to improve the functioning of the Programme.

5.7. The Spanish participants in the foreign activities, programmes, events, festivals, etc. for which

AC/E grants are awarded will be invited to take part in the Programme's network of participants, which they will be able to register with and access.

5.8. With sufficient anticipation and **at least fifteen (15) days before the start of the activity** for which the grant is awarded, the beneficiary must contact AC/E's **Press Service*** to coordinate any information on the beneficiary activity that is being prepared to be sent to the media (press releases, dossiers...). This information must include an explicit reference, agreed with the Press Service, to the support the activity is receiving from the Programme for the Internationalisation of Spanish Culture (PICE) of Acción Cultural Española (AC/E) in the Mobility category.

* Contact: Mónica Hernández

E-Mail: monica.hernandez@accioncultural.es

5.9. With sufficient anticipation and **at least fifteen (15) days before the start of the activity** for which the grant is awarded, the beneficiary must contact AC/E's **Digital Dissemination, Web and Social Media Service**** about displaying the collaboration of Acción Cultural Española (AC/E) in all graphic and dissemination materials and digital documentation related to the project for which the grant is awarded, using the logos provided for this purpose.

** Contact: Raquel Mesa

E-mail: raquel.mesa@accioncultural.es

6. Payment of the grants

6.1. The mobility grants will be paid by AC/E once the project is completed. Under exceptional circumstances, applicants may request payment in advance of part of the grant, provided this is justified and upon request and written authorisation from AC/E.

6.2. Once the activity has been performed, in order for the grants to be paid, beneficiaries must submit by e-mail with annexed scans proof of completion of the activity and of how the funds have been used, namely:

- A **Financial Report** containing:
 - A classified list of expenses and date of payment
 - Invoices issued in local currency, in proper and due form, or documents providing valid proof (see the end of this document) of each of the expenses listed in the financial report.

- An **Activity Report** including:
 - Technical specifications of the project
 - Programme of the activity carried out
 - List of participants and guests and number of visitors
 - Digital photographs of the activity
 - A dossier on its impact on the media and social networks as well as the press, including

- a copy of all information on the project appearing in them and/or in other materials
- Brief report of conclusions on the activity and its public impact

6.3. Following completion of the project, only when the beneficiary has submitted the abovementioned documentation and the latter has been examined and approved by AC/E's Department of Programmes and Financial Department will AC/E pay the sum awarded to the beneficiary, by bank transfer in a single payment within a maximum period of thirty (30) calendar days from the abovementioned examination and approval, upon submission of the related invoices.

6.4. If the beneficiary has failed to submit the above documentation within a ninety (90) calendar day period from completion of the activity for which the grant is awarded, they will be understood to renounce the grant awarded. If there is a justified delay or change in the date of termination of the mentioned activity, the beneficiary must inform AC/E immediately to accordingly adjust the referred maximum period.

INVOICING REQUIREMENTS: DOCUMENTS REQUIRED FOR PAYMENT

Payment of the grant will be made following completion of the activity and upon submission of the following documents:

- **Invoice for the amount of the grant or of the justified expenses**, which must include the details of the issuer and recipient.
 - Details of the recipient
 - Sociedad Estatal de Acción Cultural S.A. C/José
 - Abascal, 4-4ª planta
 - 28003 Madrid
 - NIF and Intracommunity VAT number: ESA 81553521
 - Details of the issuer
 - **Organisations resident in the European Union for tax purposes.** Invoices must include the **intracommunity VAT number** of the issuing organisation or justification that it is not under obligation to have one, as well as its name or business name and address. Invoices must contain the issuer's full bank details and IBAN number.
 - **Organisations resident outside the European Union for tax purposes:** invoices must include full details of the issuer (name or business name, address and tax ID code if applicable). Invoices must contain the issuer's bank details: Swift code, account number, name of the account holder and of the bank, and it must be ensured that the bank accepts transfers in euros.
- **Financial report** specifying the expenses covered by the grant. These expenses must be directly related to the activity for which the grant is awarded, not general expenses of the beneficiary institution.
- **Copy of invoices accounting for** the total amount of the grant