

**FAQs about PICE Mobility**

**For further information, please, read the call conditions**

**Who can apply for a grant?**

Applicants must be **foreign cultural organisations or institutions**, *legal and tax incorporated in its country of residence and able to issue commercial invoices*, public or private, that wish to feature participants from Spain's creative and culture sector (Spanish or Spanish-resident) in programmes, projects or cultural activities in their respective countries.

**How do I apply for a grant?**

Applications must be submitted by the organisation or institution through the **PICE computer application** which is accessible from **www.accioncultural.es** only during the period of the public call for applications (twice yearly). To access this application, **applicants must identify themselves** as registered users (by entering user/login and password).

**What are the dates to remember?**

<b>MOBILITY (Performing Arts, Visual Arts, Literature y Music)</b>					
<b>Announcement of call for applications</b>	<b>Closing date for submission of applications</b>	<b>Decision and publication of provisional list of beneficiaries</b>	<b>Period of acceptance by beneficiaries</b>	<b>Publication of final list of beneficiaries</b>	<b>Period in which the activity must be carried out</b>
1 March 2017	31 March 2017	28 April 2017	1 to 10 May 2017	24 May 2017	1 July to 31 Decembre 2017
1 September 2017	30 September 2017	31 October 2017	1 to 10 November 2017	24 November 2017	1 January to 30 June 2018
<b>MOBILITY (Film and documentary)</b>					
<b>Announcement of call for applications</b>	<b>Closing date for submission of applications</b>	<b>Decision and publication of provisional list of beneficiaries</b>	<b>Period of acceptance by beneficiaries</b>	<b>Publication of final list of beneficiaries</b>	<b>Period in which the activity must be carried out</b>
1 March 2017	31 March 2017	20 April 2017	20 to 25 April 2017	28 April 2017	1 May to 30 September 2017
1 August 2017	31 August 2017	15 September 2017	16 to 20 September 2017	22 September 2017	1 October 2017 to 30 April 2018

**What is the maximum sum awarded? To what items can the grant be allocated?**

The maximum amount AC/E awards to each project is fifteen thousand euros (€15,000) and the applicant must undertake to fund at least 50% of the cost of the proposed activity for which the grant is requested.

Grants can be allocated to the following **items** relating to Spanish participation in the event for which the grant is awarded:

	PERFORMING ARTS	VISUAL ARTS	FILM & DOCUMENTARY	LITERATURE & BOOKS	MUSIC
Travel expenses	X	X	X	X	X
Accommodation expenses	X	X	X	X	X
Subsistence expenses	X	X		X	X
Internal travelling (taxi, petrol...)	X	X		X	X
Logistics (material transporting, instruments tuning, equipment rental...)	X	X		X	X
Insurance		X		X	X
Publication		X			
Translation		X		X	
Dissemination				X	
Copyright			X		
Movie theatre rental			X		
Production expenses		X			

**What factors are taken into account to award a grant?**

Regarding 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.

Regarding 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.

### **How are the grants paid?**

Payment of the mobility grants is made by AC/E **only after the project has been completed**. Once the activity has been performed, in order for the grants to be paid, beneficiaries must send by e-mail to AC/E proof of completion of the activity and of how the funds have been used (scanned documents), namely:

• **A Financial Report** containing:

- A classified list of expenses charged to the grant and date of payment
- Invoices or documents providing valid proof of these expenses ([click here to go to invoicing requirements](#))
- To calculate the Exchange rate use the information published by Banco de España for quoted currencies. ([See Banco de España webpage](#)).
- In the event that the beneficiary institution has allocated an amount for subsistence expenses, these shall only be justifiable by a receipt signed by the Spanish participant. The daily amount shall not exceed the limit determined for GRUPO 2 by Royal Decree 462/2002, 24<sup>th</sup> May, regarding reimbursement of expenses published on B.O.E. (Spanish Official Gazette 30/05/2002) ([see Royal Decree](#))
- Regarding travelling expenses, economy class tickets will be preferred
- For overnight stays, three or four star hotels will be preferably chosen

• **An Activity Report** including:

- Technical specifications of the activity with Spanish participants
- Programme of the activity carried out
- Summary of conclusions on the activity as well as its media and/or public impact

• **Three high resolution digital photographs** of the activity and the Spanish participants

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) days** from the abovementioned examination and approval, upon submission of the related invoices.

### **What are the main obligations of the beneficiaries?**

- Beneficiaries must **expressly accept** the grant awarded, through the computer application, within the established period ([see chart](#)) following the publication of the provisional list of awardees on AC/E's website. By doing so, they expressly agree to the conditions governing the calls for applications for these grants.
- The activities proposed by beneficiary organisations for the AC/E grants awarded must be completed within the **maximum period** established by AC/E for each of the calls and areas ([see chart](#)).
- Foreign beneficiary organisations and the Spanish participants taking part in the activity for which these grants are awarded will be available to **respond to a quality survey** that AC/E conducts regularly after

each call for applications in order to improve its functioning.

- **At least fifteen (15) days before the start of the activity** the beneficiary organisation undertakes to **display the collaboration of AC/E in all kinds of media and digital dissemination** relating to the project for which the grant is awarded, using appropriate texts and logos, and likewise informing AC/E's press and web departments of their media plans.
- Moreover, 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 and exchanging resources with a view to establishing future working networks and collaboration.

The beneficiary also undertakes to communicate to the approved candidates that the information provided in the application form may be used by AC/E to feed its website and social networks. If the applicant has not completed all the required information, AC/E may use what it considers more appropriate. Both, the beneficiary and the candidates, will be able to contact AC/E to update and/or modify any the information provided in the application form.

**\*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 Mercantil 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, IBAN number and Swift code.
    - **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
- In the event that the beneficiary institution has allocated an amount for subsistence expenses, these shall only be justifiable by a receipt signed by the Spanish participant. The daily amount shall not exceed the limit determined for GRUPO 2 by Royal Decree 462/2002, 24<sup>th</sup> May, regarding reimbursement of expenses published on B.O.E. (Spanish Official Gazette 30/05/2002) ([see Royal Decree](#)).
- Regarding travelling expenses, economy class tickets will be preferred
- For overnight stays, three or four star hotels will be preferably chosen