

## **CONDITIONS PICE/ VISITORS/ MAY 2017 CALL FOR APPLICATIONS**

### **1. PURPOSE OF THE GRANTS**

1.1. The purpose of the Programme for the Internationalization of Spanish Culture (PICE) of the state agency Acción Cultural Española (AC/E), in the Visitors category, is to facilitate the presence in Spain of prestigious international influencers, agents, professionals and programmers in the field of the arts and culture, enabling them to gain first-hand experience of what Spain's creative and culture sector has to offer in its various areas and to establish direct working relations with the sector in order to incorporate this offering into the projects they develop in their respective countries of origin.

1.2. Visits will preferably take place within the framework of sectorial or specific events held in Spain, with nationwide exposure and representation, in order to forge ties with creators, artists and professionals from Spain's culture and creative sector with a view to establishing collaborations or agreements for including them in foreign programmes.

1.3. By means of these grants awarded to foreign visitors to Spain, the programme facilitates the internationalization of Spain's creative and culture sector and is complemented by the other category of the Programme, the Mobility grants, which provide incentives for Spanish artists, professionals and creators to travel abroad as part of the abovementioned agreements.

1.4. To publicize this programme of grants, Acción Cultural Española may enlist the collaboration of the specialized 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 Only Spanish cultural organizations can apply for grants to act as host organization to the foreign visitor with the capacity to offer and organize a working agenda and provide the visitor with interesting contacts, and organize an event – preferably of nationwide scope – that brings together sector professionals or features activities including contact with Spanish professionals, artists or creators from this thematic area of culture.

2.2. Proposals from institutions or individuals other than the applicant Spanish host organizations will not be accepted. These applicant host organizations must be legally and physically constituted in Spain and they must have the capacity to issue commercial invoices.

2.3. The application period will be opened from 0:00 (GMT + 1) on **1 May** of 2017 to 24:00 (GMT+1) on **31 May** of the same year.

2.4. Preference will be given to applications proposing visitors who have not received a PICE/VISITORS grant in the three previous consecutive calls for applications.

2.5. Only applications properly completed in Spanish in the computer application will be accepted.

2.6. Access to the electronic application form in the computer application will be provided during the period referred to in 2.3 from a restricted area of AC/E's website [www.accioncultural.es](http://www.accioncultural.es). To access the PICE computer application, applicants must identify themselves as registered users (by entering user login and password).

2.7. Each application must be submitted to only one of the following cultural areas: Visual Arts (including Architecture and Design); Film and Documentary; Literature and Books; Music; and Performing Arts (including Dance). Applications for more than one area will be eliminated from the process.

2.8. Incomplete applications will not be accepted, and any that fail to comply with the requirements laid down in the conditions for this call for applications will be rejected.

2.9. Approved visits will be awarded a maximum grant, which can be allocated to the following related items (\*we recommend you to review carefully [point 5](#) regarding payment of the grants):

	PERFORMING ARTS	VISUAL ARTS	LITERATURE AND BOOKS	MUSIC	FILM AND DOCUMENTARY
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	
Expenses arising from copyright					X
Expenses arising from movie theatre rental					X
Translation					X
Dissemination			X		
Others			X		

2.10. Applicant organizations can obtain additional or complementary information and send any queries about this call to the following email addresses:

- Performing arts (theatre and dance): [artescenic@accioncultural.es](mailto:artescenic@accioncultural.es)
- Visual arts (including architecture and design): [artesvisuales@accioncultural.es](mailto:artesvisuales@accioncultural.es)

- Film (including documentary): [cine@accioncultural.es](mailto:cine@accioncultural.es)
- Literature and books (including illustration): [literatura@accioncultural.es](mailto:literatura@accioncultural.es)
- Music: [musica@accioncultural.es](mailto:musica@accioncultural.es)
- Technical issues about PICE application: [ana.azcona@accioncultural.es](mailto:ana.azcona@accioncultural.es)

2.11. In accordance with AC/E's *#FocoCulturaEspaña: Colombia 2018/19*, priority will be given to visitors or influencers from this country.

### 3. ASSESSMENT OF APPLICATIONS AND AWARD OF GRANTS

3.1 Grants will be awarded by AC/E following a competitive procedure whereby the foreign candidates, the proposed programme of visits and the suitability of the Spanish host organization will be assessed by an external committee of prestigious independent advisors designated by AC/E for each cultural area in accordance with the objectives of the Programme.

3.2. The following factors will be taken into account in relation to the CANDIDATE/VISITOR PROFILE:

- He/she should be a significant person in his/her country of origin with the capacity to make decisions on programming or organizing cultural content;
- He/she should be from a country of special interest or priority action according to the AC/E guidelines and a benchmark in the culture sector to which he/she belongs.

3.3. The following aspects will be taken into account in relation to the VISIT PROJECT PROFILE:

- the visit should be paid within the framework of a project or event in Spain that is representative of the related cultural area, stable and ongoing in nature (festival, conference, etc.), and of recognized quality or special emerging interest for consolidation in this regard;
- it should preferably be an activity that enables by foreign agents, professionals, influencers or programmers to attend collectively and meet representatives of the Spanish creative and culture sector;
- the visit should help promote or consolidate the presence of Spanish professionals, creators, artists or cultural productions in the related international culture circuits;
- it should be a visit that has does not receive any other Spanish public grants for the same purpose.

3.4. The **decision** date for the award of the grants will be **30 June 2017** after which the **provisional list** of beneficiary host organizations will be published on AC/E's website.

3.5. The **final list** of beneficiary Spanish host organizations and their international visitors will be published **14 July 2017** on AC/E's website after the deadline for acceptance of the grants referred to in point 4.1 has expired, following AC/E's final decision on their award.

The final list must be consulted by the applicants; therefore AC/E isn't obliged to notify individually the results to the beneficiaries.

3.6. After the deadline for acceptance of the grants has expired, AC/E could assign non-accepted grants to alternate and/or already awarded beneficiaries.

#### **4. OBLIGATIONS OF THE BENEFICIARIES**

4.1. Spanish host organizations that are awarded grants must **accept them within ten (10) days, up to 10 July 2017** following the publication referred to in point 3.4. In doing so they expressly undertake to agree these conditions and comply with the obligations derived from them, as well as to satisfactorily resolve any administrative procedure or requirement necessary for the effective fulfillment of the purposes of these grants in accordance with said conditions.

4.2. **Proposed visits** for which grants are awarded must take place **within a maximum of eight (8) months from 1 August 2017 to 31 March 2018**.

4.3. Acceptance of the grant by the beneficiary host organization and visitors entails their availability to respond to a survey on the quality of the PICE Visitors programme that AC/E conducts regularly after the end of the event in order to improve the functioning of the Programme.

4.4. After accepting the grant, the beneficiary will notify via email -AC/E must be in CC (see point 2.10 for AC/E email addresses)- the foreign professional visitors due to take part in the relevant event or activity, with the following text: *"Your invitation to Spain to take part in (TITLE OF THE EVENT) has been made possible by the Programme of the state agency Acción Cultural Española (AC/E) for the Internationalization of Spanish Culture (PICE), in the Visitors category, which enables international culture professionals and influencers to attend the activities and programmes of Spanish cultural organizations and institutions in order to gain first-hand and personal knowledge of Spain's creative and cultural offering"*.

4.5. 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.

4.6. The beneficiary Spanish host organization undertakes to obtain informed consent from each of the foreign influencers or culture professionals invited to the event or activity for which AC/E has approved a grant, as holders of their personal details, that by supplying

these details they authorize 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 (interviews, workshops, professional meetings, etc.) with a view to establishing future working networks and collaboration.

Moreover, 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:

Contacto: Raquel Mesa

E-mail: [raquel.mesa@accioncultural.es](mailto:raquel.mesa@accioncultural.es)

4.7. The foreign visiting professionals or influencers who take part in the activities, programmes, events, festivals, etc. of the Spanish host organizations awarded AC/E grants will be invited to take part in the Programme's network of participants, which they will be able to register with and access.

4.8. **Once the grant is awarded**, the beneficiary Spanish host organization must contact AC/E's Press Responsible\* to coordinate any information on the beneficiary activity that is being prepared to be sent to the media (press releases, dossiers...) and to notify it to possible press conferences. This information must include an explicit reference, agreed with the Press Responsible, to the support the activity is receiving from the Programme for the Internationalization of Spanish Culture (PICE) of Acción Cultural Española (AC/E) in the Visitors category.

\* Contact: Mónica Hernández

E-Mail: [monica.hernandez@accioncultural.es](mailto:monica.hernandez@accioncultural.es)

4.9. **At least fifteen (15) days before the start of the activity** for which the grant is awarded, the Spanish beneficiary host organization 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](mailto:raquel.mesa@accioncultural.es)

4.10 Participants and those interested in AC/E's Programme for the Internationalization of Spanish Culture have at their disposal the LinkedIn group PICE COMMUNITY / COMUNIDAD PICE. Participants will receive industry news, relevant information on the programme and its open calls, as well as other scholarships and grants for creatives and professionals working in the field of culture. Participants may open debates on matters of interest to them and the other members in the group. To enter you must follow AC/E's page in this social network: <https://www.linkedin.com/company/accion-cultural-espa-ola>. Then,

from your LinkedIn account, search to find COMMUNITY PICE and ask to become part of it.

## **5. PAYMENT OF THE GRANTS**

5.1. As a rule, the beneficiary Spanish host organizations will receive the grant money after the event, project or activity in which the foreign visitor has taken part as their guest. Under exceptional circumstances, these organizations may request AC/E to agree to payment in advance up to 50% of the maximum amount awarded. This request will not be considered for Film and documentary grants.

Under such exceptional circumstances, approved by AC/E and duly justified, two payments will be established: one upon submission of an invoice for said 50%, and a second following completion of the activity. In both cases invoices must be submitted as established in the guidelines on invoicing.

In order for AC/E to make the final payment of the grant, the host organizations must submit proof that the purpose of the visitor activity has been met and of how the funds have been used, namely:

- A Financial Report containing:
  - A classified list of expenses charged to the grant and date of payment.
  - Invoices or other documents providing valid proof of these expenses (see the end of this document).
  - 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 foreign visitor. The daily amount shall not exceed the limit determined for GRUPO 2 by the following Resolution ([See Resolution](#)) published on B.O.E. (Spanish Official Gazette 03/12/2005) regarding reimbursement of subsistence expenses in Spain
  - 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 visit.
  - Programme of the visit carried out.
  - Summary of conclusions on the visit together with media and/or public impact.
  
- Three high resolution digital photographs of the activity and the visitors

5.2 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.

5.3 Payment will be made only to the beneficiary entity.

5.4 If, after three (3) months from completion of the activity for which the grant is awarded, the Spanish beneficiary host organization has failed to submit the above documentation, they will be understood to renounce the grant awarded.

5.5. The list of projects in which visitors are taking part under the PICE programme can be consulted on AC/E's website:

[http://www.accioncultural.es/es/programa\\_visitantes](http://www.accioncultural.es/es/programa_visitantes)

## 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 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

**Resident organizations in the European Union for tax purposes.** Invoices must include the intracommunity VAT number of the issuing organization 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
- 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 foreign visitor. The daily amount shall not exceed the limit determined for GRUPO 2 by the following Resolution ([See Resolution](#)) published on B.O.E. (Spanish Official Gazette 03/12/2005) regarding reimbursement of subsistence expenses in Spain
- Regarding travelling expenses, economy class tickets will be preferred
- For overnight stays, three or four star hotels will be preferably chosen