

**CONDITIONS - PICE / MOBILITY CALL - SEPTEMBER 2018**  
**SCENIC ARTS – VISUAL ARTS – LITERATURE & BOOKS - MUSIC**

**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 cultural creators in overseas programmes in order to enhance the international visibility, mobility and recognition of the latter, who should preferably be novel or 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 Ministry of Culture and Sports, Cervantes Institute, the Spanish Agency for International Development Cooperation and their respective overseas networks, as well as Embassies of Spain throughout the world.

**2. Submission of applications and closing date**

2.1. Grants can be applied for exclusively by foreign cultural organisations and institutions from 00:00 (GMT + 1) on the **1<sup>st</sup> September** of the current year to 24:00 (GMT+1) on the **30<sup>th</sup> September** of the same year.

2.2 Grants can only be applied by entities legal and tax incorporated in its country of residence and with the capacity to issue commercial invoices.

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

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

2.5. The electronic application form in the computer application can be accessed (online) through [AC/E's website](#) or by clicking on the following link: <https://goo.gl/cBsoEh> during the period referred to in point 2.1.

To access PICE computer application, applicants must identify themselves as registered users (by entering user login and password).

2.6. Grants can be allocated exclusively to the following items and relating to the Spanish participation in the event for which they are awarded (\*we recommend you see [point 6](#) regarding payment of the grants):

	PERFORMING ARTS	VISUAL ARTS	LITERATURE & BOOKS	MUSIC
<b>Travel expenses</b>	X	X	X	X
<b>Accommodation expenses</b>	X	X	X	X
<b>Per diem expenses</b>	X	X	X	X
<b>Internal travelling</b> (taxi, petrol...)	X	X	X	X
<b>Logistics</b> (material transporting, instruments tuning, equipment rental...)	X	X		
<b>Insurance expenses</b>		X	X	
<b>Publication expenses</b>	X	X		
<b>Translation expenses</b>	X	X	X	
<b>Production expenses</b>	X	X		

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: [artesescenicas@accioncultural.es](mailto:artesescenicas@accioncultural.es)
- Visual arts (plus architecture and design): [artesvisuales@accioncultural.es](mailto:artesvisuales@accioncultural.es)
- Literature and books (plus 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)

### 3. Application requirements

3.1. Candidate Spanish cultural artists, professionals and creators for the PICE/Mobility grants can only be proposed by foreign cultural organisations and institutions belonging to the field of

performing or visual arts, literature and/or music. 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 three 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.

3.4. Applicants must expressly confirm this commitment to co-fund the project 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 area in accordance with the quality and interest of the proposed activity programme.

4.2. The following factors will be considered 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 considered 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;

4.4. The decision period for the award of the grants will be nineteen (19) calendar days from the closing date for the submission of applications.

4.5. AC/E is not under obligation to award the same amount the applicant requires. The awarded grant could be higher or lower than the requested amount, but it will never exceed fifteen thousand Euros (15.000€).

4.6. The provisional list of foreign beneficiary organisations or institutions will be published on [AC/E's website](#) after the end of the decision period.

The list must be consulted by the applicants; therefore AC/E is not under obligation to individually communicate the results to the beneficiaries.

4.7. The abovementioned beneficiaries must confirm their acceptance, through the computer application, within **ten (10) calendar days** from the **20<sup>th</sup> to the 29<sup>th</sup> of October 2018**. By accepting the grant, beneficiaries undertake to agree to the present conditions and comply with the obligations derived therefore.

4.8. A beneficiary will be understood to desist from their grant request if notification of acceptance is not received within the abovementioned period, after which the final and definitive list of beneficiaries will be published on AC/E's website on the **31<sup>st</sup> of October 2018**.

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

## **5. Obligations of beneficiaries**

5.1. Grant beneficiaries undertake to agree to these conditions and comply with the obligations derived therefore, after accepting the grant as described in point 4.6 and 4.7.

5.2. The activities proposed by the beneficiary applicant organisations must be performed within a maximum period of **six (6) months** between the **1<sup>st</sup> of January and the 30<sup>th</sup> of June of 2019**.

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 ([see point 2.7](#)), 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 collect in writing from each of the Spanish artists, professionals or cultural creators participating in the project object of the grant approved by AC/E, as holders of

their personal data, the informed consent that when assigning them they authorize their use by AC/E for the purposes of managing this Program, as well as to coordinate directly with them actions to disseminate the project (such as the use of the corresponding image, graphic, textual resources, etc., in its different supports) and exchange of resources (interviews, workshops, professional meetings, etc.), and for the creation of future work networks and collaborations.

Likewise, the beneficiary undertakes to obtain the informed consent of the candidates approved for the use of the data provided in the application in order to maintain the web and social networks of AC/E. In case the applicant has not completed the information required by the system, AC/E may use the one that it considers most appropriate. Both the beneficiary and the candidate can contact AC/E to update and/or modify any of the information provided in the application:

Contact: Raquel Mesa

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

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 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. **Once 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](mailto: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](mailto:raquel.mesa@accioncultural.es)

5.10. 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.

## 6. Payment of the grants

6.1. The mobility grants will be paid by AC/E once the project is completed. Only under **very exceptional circumstances and in duly justified situations**, 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**, to the emails detailed in point 2.7, proof of completion of the activity and of how the funds have been used. Namely:

1. **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.

2. A **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.

- It must contain a classified list of expenses and date of payment specifying the supplier, the concept as well as the total amount of each of the expenses.

3. **Copy of invoices accounting** for the total amount of the grant

- Invoices issued in local currency, in proper and due form, or documents providing valid proof of each of the expenses listed in the financial report.
- To calculate the Exchange rate, use the information published by the Bank of Spain for quoted currencies. ([See Bank of Spain webpage](#)).
- If the beneficiary institution has allocated an amount for per diem expenses, these shall only be justifiable by a receipt signed by the Spanish participant. The daily amount shall not exceed the limit determined by **Royal Decree 462/2002**, 24th May, regarding reimbursement of expenses published on B.O.E. (Spanish Official Gazette 30/05/2002) ([see Royal Decree](#)) for GRUPO 2 and for the country where the project has taken place.

If the beneficiary institution has arranged the meals by catering services arranged in restaurants, the subsistence expenses shall be justifiable by the presentation of the invoices issued for these services, as long as the daily amount per person does not exceed the limit determined for GRUPO 2 by Royal Decree 462/2002, 24th May, regarding reimbursement of expenses published on B.O.E. (Spanish Official Gazette 30/05/2002).

Under no circumstances shall the subsistence expenses be justifiable by tickets of purchases of food and beverage in different business or purchases of food in supermarkets, among others.

- Regarding travelling expenses, economy class tickets will be preferred
- For overnight stays, three or four-star hotels will be preferably chosen
- Expenses generated by participants **who have not been present** at the beneficiary event **won't be accepted**.

4. An **Activity Report** including:

- Technical specifications of the project
- Programme of the activity carried out
- List of participants and guests and number of visitors
- 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

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

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. Payment will be made **only to the beneficiary entity** and only in bank accounts located in financial entities based in the beneficiary's country.

Payments in financial entities based in a different country from the beneficiary's, won't be accepted.

6.5. If the beneficiary has failed to submit the above documentation within a six (6) week period (forty-two (42) calendar days) 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.