

FAQs about PICE Mobility¹

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?

MOBILITY (Performing Arts, Visual Arts, Literature and Music)					
Announcement of call for applications	Closing date for submission of applications	Decision and publication of provisional list of beneficiaries	Period of acceptance by beneficiaries	Publication of final list of beneficiaries	Period in which the activity must be carried out
1st September 2018	30th September 2018	19th October 2018	From 20th to 29th October 2018	31st October 2018	From 1st January to 30th June 2019

What is the maximum sum awarded?

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.

To what items can the grant be allocated?

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	LITERATURE & BOOKS	MUSIC
Travel expenses	X	X	X	X
Accommodation expenses	X	X	X	X
Per diem expenses	X	X	X	X
Internal travelling (taxi, petrol...)	X	X	X	X

¹ For further information, please, read the call conditions

	PERFORMING ARTS	VISUAL ARTS	LITERATURE & BOOKS	MUSIC
Logistics (material transporting, instruments tuning, equipment rental...)	X	X		
Insurance expenses		X	X	
Publication expenses	X	X		
Translation expenses	X	X	X	
Production expenses	X	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;

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:

- **Invoice for the amount of the grant or of the justified expenses**
- 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 include:
 - 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.
- **Copy of invoices** accounting for the total amount of the grant

- An **Activity Report**
- 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.
- 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 more appropriate. Both the beneficiary and the candidate can contact AC/E to update and/or modify any of the information provided in the application.