

## FAQS ABOUT PICE VISITORS<sup>1</sup>

### Who can apply for a grant?

Grants are awarded exclusively to **Spanish cultural organizations or institutions** in the areas of Visual Arts (including Architecture and Design); Film and Documentary; Literature and Books; Music; and Performing Arts (including dance), which act as **host organizations to international visitors** (cultural influencers, professionals and programmers, managers of cultural organizations or institutions of interest, etc.) and **organize an event with resonance, preferably across the whole of Spain**, that brings together sector professionals or features activities that include contact with professionals, artists or creators from the cultural area in question.

### How do I apply for a grant?

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

Preference will be given to applications proposing visitors for whom PICE/VISITORS grants have not been awarded in the three previous calls.

### What are the dates to remember?

Applications for grants can be submitted **twice yearly**: from 00:00 (GMT+1) on 1<sup>st</sup> January of the current year to 24:00 on 31<sup>st</sup> January of the same year and from 00:00 (GMT+1) on 1<sup>st</sup> May of the current year to 24:00 (GMT+1) on 31<sup>st</sup> May of the same year.

2018 CALENDAR					
Announcement of call for applications each year	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 January	31st January	28th February	1st to 10th March	15th March	From 1st April to 31st July
1st May	31st May	29th June	30th June to 10th July	17th July	From 1st August 2018 to 31st March 2019

<sup>1</sup> This is for information purposes only. Conditions published on AC/E´s website rules the call.

### To what items can the grant be allocated?

The funds awarded for approved visits can be allocated to the following items related to the visits:

	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
Per diem expenses	X	X	X	X	
Internal travelling (taxi, petrol...)	X	X	X	X	
Copyright					X
Movie theatre rental					X
Translation			X		X
Dissemination			X		
Insurance			X		
Logistics		X	X		
Others			X		

### How are the grants paid?

Payment of the visitors' 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 AC/E proof of completion of the activity and of how the funds have been used, namely<sup>2</sup>:

- 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 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:
- Copy of invoices accounting for the total amount of the grant
- An **Activity Report**
- Three high resolution digital **photographs** of the activity and the visitors

<sup>2</sup> To get further information, you may consult the call conditions available on AC/E's website

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?**

- Beneficiary Spanish host organizations 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 abide by the conditions governing calls for applications for these grants.
- The activities proposed by beneficiary organizations for the AC/E grants awarded must be completed within the **maximum period** indicated (see chart) for each of the two yearly calls.
- The beneficiary Spanish host organization and the international visitors they invite through these grants 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 organization 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 the information provided in the application form.