

CONDITIONS PICE / VISITORS CALL / JANUARY 2019

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 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 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 January of 2019** to 24:00 (GMT+1) on **31 January** of the same year.

2.4. Only applications properly completed in Spanish or English in the computer application will be accepted.

2.5. Access to the electronic 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](#) or by clicking in the following link to the call: <https://goo.gl/q1q46N>

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

2.6. 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.

2.7. 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.

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

	PERFORMING ARTS	VISUAL ARTS	LITERATURE	MUSIC	FILM & DOCUMENTARY
Travel expenses (* including transfers from / to the airport)	X	X	X	X	X
Accommodation expenses	X	X	X	X	X
Per diem	X	X	X		
Internal travelling (* taxi, petrol...)		X	X		
Copyright					X
Movie theatre rental					X
Simultaneous translation			X		X
Travel insurance		X	X		
Others			X		

2.9. 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
- Visual arts (including architecture and design): artesvisuales@accioncultural.es
- Film (including documentary): cine@accioncultural.es
- Literature and books (including illustration): literatura@accioncultural.es
- Music: musica@accioncultural.es
- Technical issues about PICE application: ana.azcona@accioncultural.es

2.10. In accordance with AC/E's *#FocoCulturaEspañola*: Mexico priority will be given to visitors or influencers from this country.

3. ASSESSMENT OF APPLICATIONS AND AWARDING OF GRANTS

3.1 Grants will be awarded by AC/E following a competitive procedure whereby the foreign candidates –or Spanish candidates with residence in a foreign country-, 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 considered 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 considered 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 –or Spanish candidates with residence in a foreign country- to attend collectively and meet representatives of the Spanish creative and culture sector;
- the visit should help to promote or consolidate the presence of Spanish professionals, creators, artists or cultural productions in the related international culture circuits;

3.4. The **decision** date for the award of the grants will be the **20th of February 2019** after which the **provisional list** of beneficiary host organizations will be published on AC/E's website. The

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

3.5. AC/E is not under obligation to award the same amount the applicant requires

3.6. The **final list** of beneficiary Spanish host organizations will be published the **28th of February 2019** 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.

3.7. 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 must **accept them** through the computer application **within six (6) days, from the 21st to the 26th of February of 2019** 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 according to the following calendar:

- Scenic Arts and Visual Arts: from the 1st of April to the 31st of July of 2019
- Film and Documentary: from the 1st of March to the 31st of July of 2019
- Literature and Music: from the 1st of April to the 30th of September of 2019

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 (places, 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.

AC/E will not accept any changes in the participant list once the event has started. AC/E will neither accept any expenses from visitors that haven't been approved by AC/E before the commencement of the event.

4.6. The beneficiary Spanish host entity undertakes to collect in writing from each of the prescribers or cultural professionals invited to the event or activity subject to 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 as well as for AC/E's own dissemination activities (newsletters, invitations...). If 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

4.7. The foreign visiting professionals or influencers who take part in the activities, programmes, events, festivals, etc. of the Spanish host organizations awarded with 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

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

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 in which the foreign visitor –or Spanish visitor with residence in a foreign country- has taken part as their guest.

Under **very exceptional circumstances**, and only for Scenic Arts, Visual Arts, Literature and Music, these organizations may request AC/E to agree to payment in advance up to 50% of the maximum amount awarded. This request will be approved by AC/E's board of directors.

Under such exceptional circumstances, payment in advance 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 point 5. Payment of the grants.

In order for AC/E to make the final payment of the grant, the host organizations must submit via email, scanned proof that the purpose of the visitor activity has been met and of how the funds have been used. The email can be addressed to the email addresses detailed in point 2.9.

The justification must contain the following documents:

- Invoice for **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

- **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

- 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.

- If the beneficiary institution has allocated an amount for per diem expenses, these shall only be justifiable by a document signed by the foreign visitor by which he/she confirms the abovementioned institution has assumed these expenses. 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

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 the following Resolution (See Resolution) published on B.O.E. (Spanish Official Gazette 03/12/2005) regarding reimbursement of subsistence expenses in Spain

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.

- For travelling expenses, economy class tickets will be preferred
- For overnight stays, three- or four-star hotels will be preferably chosen
- Expenses generated by visitors who have not been present at the beneficiary event won't be accepted. AC/E will neither accept expenses

from visitors who haven't been approved by AC/E before the starting of the event.

- Expenses derived from visitor's fees won't be covered by AC/E.
- An **Activity Report** including:
 - Technical specifications of the visit.
 - Programme of the visit 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
- 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** and only in bank accounts located in financial entities based in the beneficiary's country.

5.4 If, after ten (10) weeks (seventy (70) calendar days) (non-renewable period) 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.