

FAQS ABOUT PICE VISITORS¹

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 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).

What are the dates to remember?

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

2019 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
1 of January of 2019	31 of January of 2019	20 of February of 2019	From the 21 to the 26 of February of 2019	28 of February of 2019	SCENIC & VISUAL ARTS: From the 1 of April to the 31 of July of 2019
					FILM: from the 1 of March to the 31 of July of 2019
					LITERATURE & MUSIC: from the 1 of April to the 30 of September of 2019

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

2019 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
1 of May of 2019	31 of May of 2019	21 of June of 2019	From the 22 to the 28 of June of 2019	2 of July of 2019	SCENIC & VISUAL ARTS: From the 1 of August of 2019 to the 31 of March of 2020 FILM: From the 1 of August of 2019 to the 29 of February of 2020 LITERATURE & MUSIC: from the 1 of October of 2019 to the 31 of March of 2020

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	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		

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, namely²:

- Invoice for the **amount of the grant or of the justified expenses**

² To get further information, check the call conditions available on AC/E's website

- 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

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 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 and exchange of resources, 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 all the required information, AC/E may use what it considers more appropriate. Both, the beneficiary and the candidate, will be able to contact AC/E to update and/or modify the information provided in the application form.