

## 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).

### 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.

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

<sup>1</sup> 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
<b>Travel expenses</b> (* including transfers from / to the airport)	X	X	X	X	X
<b>Accommodation expenses</b>	X	X	X	X	X
<b>Per diem</b>	X	X	X		
<b>Internal travelling</b> (* taxi, petrol...)		X	X		
<b>Copyright</b>					X
<b>Movie theatre rental</b>					X
<b>Simultaneous translation</b>			X		X
<b>Travel insurance</b>	X	X	X	X	X
<b>Others</b>			X		

#### What factors are considered to award a grant?

The following factors will be considered in relation to the CANDIDATE/VISITOR PROFILE:

- He/she should be an influencer, agent, professional or programmer of international prestigious in the field of the arts and culture;
- 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;

- Gender equality will be considered whenever possible.

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;

The following factors will be considered with respect to the PROFILE OF THE APPLICANT ORGANISATION OR INSTITUTION:

- it is a Spanish organization or institution, public or private, that is culturally significant and with capacity to 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;
- it is a Spanish organization or institution, with the capacity to offer and organize a working agenda and provide the visitor with interesting contacts;
- the foreign organization 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.

### **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;

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

- **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.