

AC/E'S PROGRAMME FOR THE INTERNATIONALIZATION OF SPANISH CULTURE  
**TERMS & CONDITIONS\_CALL MARCH 2020**  
THEATRE – DANCE & CIRCUS – VISUAL ARTS – ARCHITECTURE & DESIGN  
LITERATURE & BOOKS – MUSIC – FILM

**IMPORTANT NOTICE: Due to the state of alarm in Spain caused by COVID-19, the conditions of the current open call have suffered some changes.**

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## 1. Purpose of the grants

- 1.1. The purpose of the grants for the Internationalization of Spanish Culture of the state agency Acción Cultural (AC/E from now on) is to boost the capacity of Spain's culture sector and its creative industries to operate internationally, by promoting the international circulation and mobility of works, productions, artists, creators, agents and culture and creative professionals from Spain at the request of international cultural organisations and institutions.
- 1.2. The Programme is designed to encourage foreign organisations and institutions of interest in the cultural field – both public and private – to feature Spanish or Spanish-resident artists, culture professionals and cultural creators in overseas programmes in order to enhance the international visibility, mobility and recognition of the latter, who should preferably be artists, professionals and creators at an intermediate stage in their careers and in need of international exposure.
- 1.3. With its grants, the Programme stimulates the internationalisation of Spain's creative and culture sector by fostering its transnational circulation through the presence of Spanish creators and professionals in overseas activities generated and promoted by these foreign culture organisations and institutions which feature them in international events, festivals, exhibitions, tours, etc.

1.4. To publicize this programme of grants, Acción Cultural Española may enlist the collaboration of the specialized 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. Grants can be applied for exclusively by foreign cultural organizations and institutions from 00:00 (GMT + 1) on the 1<sup>st</sup> March of the current year to 24:00 (GMT+1) on the 17<sup>th</sup> of June of the same year.

2.2. Grants may only be requested by legal and tax-constituted entities, both public and private, with the capacity to issue the invoices related to the grant and from the country in which the event is taking place.

2.3. Only applications properly completed in Spanish or English in AC/E's computer application will be accepted.

2.4. Incomplete applications or those that fail to comply with the requirements laid down in the conditions for this call will be rejected.

2.5. Access to the electronic form in the computer application will be provided during the period referred to in 2.1. through [AC/E's website](#) or through the following link to the call: <https://bit.ly/2v2xxTG>.

2.6. To access the computer application, the candidate entity must be validated as a registered user (via email and password).

2.7. Applicant organizations can obtain additional or complementary information and send any queries about this call to the following email addresses:

- **Theatre, circus and dance:** [artesescenicas@accioncultural.es](mailto:artesescenicas@accioncultural.es); [elena.diaz@accioncultural.es](mailto:elena.diaz@accioncultural.es)
- **Visual arts, design and architecture:** [artesvisuales@accioncultural.es](mailto:artesvisuales@accioncultural.es)
- **Film:** [cine@accioncultural.es](mailto:cine@accioncultural.es); [josemanuel.gomez@accioncultural.es](mailto:josemanuel.gomez@accioncultural.es)
- **Literature and books:** [literatura@accioncultural.es](mailto:literatura@accioncultural.es); [ainhoa.sanchez@accioncultural.es](mailto:ainhoa.sanchez@accioncultural.es)
- **Music:** [musica@accioncultural.es](mailto:musica@accioncultural.es); [pablo.eulate@accioncultural.es](mailto:pablo.eulate@accioncultural.es)
- **Technical issues about the application:** [ana.azcona@accioncultural.es](mailto:ana.azcona@accioncultural.es)

2.8. Grants can be allocated exclusively to the following items related to the Spanish participation in the event for which they are awarded (\*we recommend you to carefully check point 6 regarding payment of the grant, especially the information detailed in “**Copy of invoices accounting for the total amount of the grant**”):

MOBILITY GRANTS	THEATRE	DANCE & CIRCUS	VISUAL ARTS	ARCHITECTURE & DESIGN	LITERATURE & BOOKS	MUSIC	FILM
Travel expenses (* including transfers from / to the airport)	X	X	X	X	X	X	X
Accommodation expenses	X	X	X	X	X	X	X
Per diem (see 6.2)	X	X	X	X	X	X	
Internal travelling (* taxi, petrol...)			X	X	X	X	
Copyright / Exhibition rights	X	X	X	X	X	X	X
Logistics (transport of materials, equipment rental...)			X	X			
Translation of texts	X	X	X	X	X	X	X
Simultaneous translation	X	X	X	X	X	X	X
Travel insurance	X	X	X	X	X	X	X

### 3. Application requirements

- 3.1. Applicants must be foreign cultural organisations and institutions belonging to the fields of theatre, dance, circus, visual arts, architecture, design, literature, music or film and which have programmed the work or/and presence of Spanish artists, cultural professionals and creators in their activities. Proposals will not be accepted from any other type of institutions or from individuals.
- 3.2. In addition, the proposed activity shall have a co-financing commitment equivalent to at least 50% of the activity for which the grant is requested. Applicants must expressly confirm this co-financing commitment so that their applications can be taken into consideration.

### 4. Assessment of applications and award of grants

- 4.1. Grants will be awarded by AC/E following a competitive procedure whereby the activity and candidates are assessed by an external committee of prestigious independent advisors designated by AC/E for each cultural area. The assessment will be based on the quality and interest of the proposal.
- 4.2. On the occasion of the programme “Visages” in Morocco, priority will be given to activities taking place there. Moreover, on the occasion of the participation of Spain at the Frankfurt

Book Fair of 2021 as guest of Honour, priority will be given to activities taking place in Germany.

4.3. The following factors will be considered with respect to the profile of the **APPLICANT ORGANISATION OR INSTITUTION**:

- it is a foreign organisation or institution, public or private, culturally significant or with international projection;
- it is an organisation or institution with 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.

4.4. The following factors will be considered with respect to the profile of the **ACTIVITY**:

- the activity is part of a general project that is feasible and has continuity;
- gender equality criteria have been taken into account in its programming;
- the project includes sustainability criteria in its definition or execution. For example, travelling in less polluting means of transport, whenever possible;
- It should preferably be an activity that helps to promote or consolidate the presence of Spanish professionals, creators, artists or cultural productions in the corresponding international cultural circuits, including for the development of the foreign market.
- the project will be carried out in a country of special interest or priority action according to AC/E guidelines and a benchmark in the culture sector to which it belongs.
- It will also be positively appreciated if it is an activity previously approved in the Visitors category.

4.5. The following factors will be considered in relation to the **SPANISH PARTICIPANT**:

- he/she is at an intermediate stage in their careers and in need of international exposure;
- the quality of their proposal.

4.6. Projects relating to the attendance to seminars, conferences, meetings and other specifically academic events are excluded from the scope of these grants.

4.7. The decision period for the award of the grants will be **five (5) calendar days** from the closing date for the submission of applications

4.8. AC/E will not be under the obligation to award the same amount the applicant has required. The awarded grant could be lower than the requested amount. In the **Mobility** category the amount may not exceed fifteen thousand euros (15,000.00 €).

4.9. The provisional list of foreign beneficiary organisations or institutions will be published on AC/E's website after the end of the decision period. The list must be consulted by the applicants; therefore AC/E is under no obligation to individually communicate the results to the beneficiaries.

- 4.10. The abovementioned beneficiaries must confirm their acceptance, through the computer application, within **four (4) calendar days** from the **results publication date**. By accepting the grant, beneficiaries undertake to agree to the present conditions and comply with the obligations derived, therefore.
- 4.11. A beneficiary will be understood to desist from their grant request if notification of acceptance is not received within the abovementioned period, after which the final list of beneficiaries will be published on the AC/E website.
- 4.12. After the deadline for acceptance of the grants has expired, AC/E may assign non-accepted grants to reserve and/or already awarded beneficiaries.

## 5. Obligations of beneficiaries

- 5.1. Grant beneficiaries undertake to agree to these conditions and comply with the obligations derived therefore, after accepting the grant as previously described.
- 5.2. AC/E will not assume any medical expense generated during the stay of the Spanish participants in the project host country. The beneficiary entity must have a medical insurance that will cover these eventualities.
- 5.3. The activities proposed by the beneficiary applicant organisations must be performed within a maximum period of six (6) months between the 1<sup>st</sup> of July and the 31<sup>st</sup> of December of 2020.
- 5.4. Upon acceptance of the grant, AC/E will contact the Spanish participants via email to communicate our support to their presence in the beneficiary activity.
- 5.5. If, after the beneficiary has accepted the grant, any changes are made to the terms of the project previously approved by AC/E (place, 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 and as soon as possible the acceptance or rejection of these changes.
- 5.6. 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 these grants, 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. In the case that the applicant has not completed the information required by the system, or he/she hasn't done it properly, 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 / Ana Azcona

E-mail: [raquel.mesa@accioncultural.es](mailto:raquel.mesa@accioncultural.es) / [ana.azcona@accioncultural.es](mailto:ana.azcona@accioncultural.es)

- 5.7. If requested, the beneficiary entity must provide a space during the development of their activity so that AC/E can present and promote its internationalisation programme.
- 5.8. Once the grant is awarded, the beneficiary must contact **AC/E's Press Service\*** to coordinate any information on the beneficiary activity that is being prepared to be sent to the media (press releases, dossiers...). This information must include an explicit reference, agreed with the Press Service, to the support the activity is receiving from AC/E.

\* Contact: Mónica Hernández

E-Mail: [monica.hernandez@accioncultural.es](mailto:monica.hernandez@accioncultural.es)

- 5.9. With sufficient anticipation and at least fifteen (15) days before the start of the activity for which the grant is awarded, the beneficiary must contact **AC/E's Digital Dissemination, Web and Social Media Area\*\*** about displaying the collaboration of 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](mailto:raquel.mesa@accioncultural.es)

- 5.10. Participants and those interested 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. In addition, participants in the activities, programs, events and festivals benefiting from AC/E support will be invited to be part of the network of grants participants for which they will be provided with the corresponding registration and access.

## 6. Payment of the grants

- 6.1. Mobility grants will be paid by AC/E once the project is completed. There is no possibility of paying a part of the grant in advance. If the number of approved participants is reduced, support could also be reduced proportionally.
- 6.2. Once the activity is completed, and in order to be able to pay the grant, the beneficiaries must send by e-mail and as digital documents (scanned annexes) to the addresses indicated in point 2.6., the justification for the performance of the activity and for the use of the funds.

Required documentation:

- **Invoice for the amount of 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:

**Organisations resident in the European Union for tax purposes.**  
Invoices must include the **intracommunity VAT number** of the issuing organisation 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, IBAN number and Swift code.

**Organisations resident outside the European Union for tax purposes:**  
invoices must include full details of the issuer (name or business name, address and tax ID code if applicable). Invoices must contain the issuer's bank details: Swift code, account number, name of the account holder and of the bank, and it must be ensured that the bank accepts transfers in Euros.
- 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.
  - To calculate the Exchange rate, use the information published by the Bank of Spain for quoted currencies. [Bank of Spain webpage](#).
  - In the **Mobility** category, if the beneficiary institution has allocated an amount for per diem expenses, these shall only be justifiable by a document signed by the Spanish participant by which he/she confirms the abovementioned institution has assumed these expenses. The daily amount shall not exceed the limit determined by Royal Decree 462/2002, 24th May, regarding reimbursement of expenses published on B.O.E. (Spanish Official Gazette

30/05/2002) (see Royal Decree) for GROUP 2 and for the country where the project has taken place.

- 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 in the above points, Under no circumstances shall the subsistence expenses be justifiable by tickets of purchases of food and beverage in business or purchases of food in supermarkets.
- For travelling expenses, economy class tickets will be used.
- For overnight stays, three or four-star hotels will be chosen.
- AC/E will neither accept expenses from participants who haven't been approved by AC/E before the starting of the event.
- Only expenses of materials necessary for the supported event will be accepted as production costs. Reusable goods will not be accepted.
- An **Activity Report** including:
  - Technical specifications of the activity.
  - Programme of the project 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 Spanish participants. Their copyright information shall also be specified in order for AC/E to use them in broadcast material.

6.3. Following completion of the project, once the beneficiary has submitted the abovementioned documentation (see point 6.2) to AC/E and it has been examined and approved by the Department of Programmes and the Financial Department, will AC/E pay the sum justified to the beneficiary, by bank transfer, in a single payment within a maximum period of thirty (30) days from the abovementioned examination and approval.

6.4. Payment will be made only to **the beneficiary entity and only in bank accounts located in financial entities based in the beneficiary's country**. Payments will not be done to financial institutions in countries other than that of the beneficiary.

6.5. If, after ten (10) weeks (seventy [70] calendar days) from completion of the activity for which the grant is awarded, the beneficiary organization has failed to submit the documentation



referred in point 6.2, it will be understood that it rejects the grant awarded. If there is a justified delay in the completion of the activity, the beneficiary shall inform AC/E as soon as possible, for the corresponding adjustment of this period.