

## 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, Architecture & Design; Dance & Circus; Film; Literature & Books; Music and Theatre, 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 on-site or virtual 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 by entering user login and password.

### What are the dates to remember?

Applications for grants can be submitted from 00:00 (GMT+1) on the 22<sup>nd</sup> of June of the current year to 24:00 on 21<sup>st</sup> of July of the same year.

2020 VISITORS 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
22 of June of 2020	21 of July of 2020	29 of July of 2020	From the 31 <sup>st</sup> of July to the 5 <sup>th</sup> of August of 2020	10 of August of 2020	ARCHITECTURE & DESIGN, DANCE & CIRCUS, VISUAL ARTS AND THEATRE: From the 1 <sup>st</sup> of August of 2020 to the 31 <sup>st</sup> of March of 2021
					FILM: from the 1 <sup>st</sup> of August of 2020 to the 28 <sup>th</sup> of February of 2021
					LITERATURE & MUSIC: from the 1 <sup>st</sup> of October of 2020 to the 31 <sup>st</sup> of March of 2021

<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.

Owing to the extraordinary situation created by COVID-19 pandemic, new items related with the celebration of virtual meetings will be considered.

	ARCHITECTURE & DESIGN	VISUAL ARTS	FILM	DANCE & CIRCUS	LITERATURE	MUSIC	THEATRE
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	X	X		X	X		X
Internal travelling (* taxi, petrol...)	X	X			X		
Copyright			X				
Simultaneous translation	X	X	X	X	X	X	X
Travel insurance	X	X	X	X	X	X	X
Software development and/or creation of virtual spaces for professional meetings	X	X	X	X	X	X	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;

The following aspects will be considered in relation to the PROJECT PROFILE:

- the project or event in Spain should be 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, on-site or virtually- representatives of the Spanish creative and culture sector;

- the visit or participation of the international professional should help to promote or consolidate the presence of Spanish professionals, creators, artists or cultural productions in the related international culture circuits in order to boost the development of foreign market;
- gender quality criteria have been taken into account in its programming;
- the project includes sustainability criteria in its definition or execution.

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 on site and/or virtual 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;
- **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

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<sup>2</sup> To get further information, check 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 the 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.

The beneficiary of the grant has a maximum period of **seventy (70) days** from the completion of the activity to submit the justifying documents.