

AC / E PROGRAMME FOR THE INTERNATIONALISATION OF SPANISH CULTURE, PICE

GENERAL MOBILITY CONDITIONS (PICE-MOBILITY PROGRAMME)

ARCHITECTURE AND DESIGN - VISUAL ARTS - FILM - DANCE AND CIRCUS -

LITERATURE AND BOOKS - MUSIC - THEATRE

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1. Framework conditions, PICE-Mobility, and specific calls of the Mobility Programme

1.1. These general conditions of the Mobility Programme establish the framework for the development of the internationalisation Programme of Spanish Culture (hereinafter PICE) in the mobility category of the State Agency Acción Cultural Española. (Hereinafter AC/E).

1.2. The conditions in the general call for the open and continuous process, and of the specific calls, will be subject to the criteria set in these framework conditions, without the content as such being able to contradict the general clauses.

1.3. The conditions of each call must at least contain: the objectives and lines of action pursued by the call; the budget allocated in accordance with the PICE programme annual budget approved in AC/E's budget; the list of grants for each of the areas; the requirements of the applications; the award criteria; the composition of the Evaluation Committee; the assessment and selection process of candidates; the obligations of the awardees and the procedures for assigning economic resources and payment to each organisation, as well as the system for their evaluation.

1.4. The conditions of each call will be published on the AC/E website. Its content will be clear and accurate, referring to these general conditions in all non-specific matters. Under no circumstances may its content contradict the general conditions.

2. General purpose of the PICE-Mobility programme

2.1 The Programme for the Internationalisation of Spanish Culture (PICE) is framed within the general strategies of AC/E to position this state-owned society as a strategic instrument for the international dissemination of Spanish culture, to increase the presence of the Spanish creative sector in international forums and meetings, as well as to foster relations of international cooperation with leading cultural organisations and centres.

2.2 The main purpose of PICE in the Mobility category is to boost the capacity of the Spanish cultural sector and its creative industries to operate internationally by promoting the circulation and presence of works, productions, artists, creators, agents and cultural and creative professionals from Spain, at the request of international cultural organisations and institutions.

2.3 PICE-Mobility is designed for the purpose of encouraging foreign organisations and institutions of interest in the cultural field -both public and private-, to feature Spanish or Spanish resident artists, cultural professionals, and creators in overseas programmes to increase their international visibility, mobility and recognition, preferably those who are emerging artists and those who, even having a consolidated professional career at national level, may be in need of international exposure.

2.4 PICE-Mobility promotes the internationalisation of the Spanish creative and cultural sector by fostering the participation of Spanish creators and professionals in international cultural activities, generated and promoted by foreign cultural organisations and institutions, which feature them in international events, festivals, exhibitions, tours, etc. To this end, AC/E will allocate an annual budget to this programme for the fulfilment of its purposes.

2.5 The scope and purpose of the PICE programme will be conducted through an open and continuous annual call, and as many specific or monographic calls as deemed appropriate.

3. Specific purposes of the PICE-Mobility programme

3.1 The internationalisation of Spanish culture, through the promotion of artists, creators and professionals overseas is stipulated in the following specific aims:

- To make the wealth and artistic quality of Spain's emerging contemporary creation visible overseas;
- To consolidate and extend the presence of emerging creators, both Spanish nationals and residents, in the international arena and to encourage their promotion and recruitment;
- To boost and facilitate connectivity and solid and permanent relationships with international organisations that increase visibility of Spain's art and culture overseas;
- To be committed to fulfilling the 2030 Agenda objectives, in particular concerning gender equality, reducing inequalities, sustainable development and climate action.
- To foster actions in countries of strategic interest to AC/E.
- To pursue the Programme's excellence by ensuring formal coherence and financial efficiency of the proposals submitted.

4. Scope of action and sectoral aims of PICE-Mobility.

4.1 The aims of PICE-Mobility extend to the following thematic areas of activity:

- Architecture and design
- Visual arts
- Film
- Dance and circus
- Literature and books
- Music
- Theatre

4.2 In each of the annual calls, AC/E will determine the priority lines of action in the various thematic areas that the scope of the Mobility Programme consists of. Likewise, the geographical or territorial priorities for the development of the programme associated with each call will be established.

4.3 In each call for the Mobility Programme, the expenses associated with the grants required and associated with the aims of each of the lines of action will be specified.

4.4 Each one of the thematic areas to which the annual calls for the Mobility Programme are circumscribed will be budgeted according to their own features, and where appropriate, the geographical or territorial impact. The budgetary surpluses of each thematic area in each call may be applied to other programmes of different thematic or territorial areas of such call, if the AC/E Programming Directorate so deems it.

4.5 The annual budget assigned to the Mobility Programme is limited, and under no circumstances may the sum of the budgets of the different calls exceed the expenditure ceiling assigned to the Mobility Programme on an annual basis. If, due to some exceptional circumstance, it is necessary to extend the budget, the AC/E chairmanship will request said extension from the Company's Board of Directors, following the opinion of the Management Committee.

5. PICE-Mobility programme Calls

5.1 The Mobility Programme will be conducted through an open and continuous evaluation process, regardless of whether AC/E for technical or functional reasons decides to make specific calls for one or more thematic areas in different periods of the year; or calls limited to a specific geographical or territorial area and for a specific line or lines of action.

5.2 In general, there will be at least one annual and global call for each of the thematic areas during the last quarter of the year preceding the call, regardless of the specific calls referred to in point 5.1. This call will remain open and will be subject to continuous evaluation for one year from publication in accordance with its conditions, and with the time period stipulated in points 5.6. and 5.7.

5.3 The Mobility Programme Evaluation Commission will, on a quarterly basis, proceed with analysing and assessing all the applications made in the previous quarter corresponding to the open and continuous annual call for the same year. The evaluation will be made through a defined and assessable procedure in accordance with the requirements in the call, rejecting those that do not meet the formal requirements, for which a period of five working days will be set for their correction. Once this milestone has been passed, those that meet the required specifications in time and form will be evaluated.

5.4 Specific calls, both functional and geographical, will be subject to a differentiated evaluation based on the requirements established in each call.

5.5 Each call will define the scope of the required proposals and the deadlines for receipt of applications and submission of the associated documentation, as well as the form and features relevant to their submission.

5.6 In the general call, the grants will be awarded on a quarterly basis by resolution of the AC/E chairmanship at the proposal of the Programming Directorate within a maximum period of 15 working days, after the end of the corresponding calendar quarter. The resolution of the specific calls will follow the same process once the deadline for submitting applications is over.

5.7 The AC/E chairmanship's grants award decision relevant to each of the phases of the general call and the specific calls will be published on the AC/E website. It will contain the list of the applications evaluated, with their respective score in the different items associated with

the award criteria; the criteria followed in the selection and evaluation process; the rejected applications and the reasons for non-acceptance, as well as the structure of the Evaluation Committee. Once the decision on the selection of organisations has been published, a period of five working days will be opened for claims, after which the assessment by the evaluation Committee will publish the final decision of the AC/E presidency within a period of five working days, at the proposal of the Company's Programming Management.

5.8 Complaints can be directed to the specific email addresses, provided in point 11.9. of these conditions.

6. PICE-Mobility programme coverage

6.1. For each of the thematic areas included in the events awarded grants by AC/E in the different calls, the items described below may be applied as *consideration for the services provided by Spanish participation*. In the specific conditions of each call, the types of expenditure available for each area will be detailed:

- **Travel expenses:** expenses associated with the Spanish participant's trip (round trip) to the event venue. Including transfers to and / from the airport or station.

In the case of exhibitions and / or artistic residencies, round trip expenses will be accepted as a maximum for the assembly and / or for the inauguration of such.

Travel expenses will only be accepted for the total number of participants approved by AC/E. In other words, if an artist travels with his / her company, *road manager*, technical team ... this must be reflected in the application approved by AC/E, registering the artist as a group, showing the list of people who plan to travel. Once support from AC/E has been approved, if finally the number of people travelling is higher or lower than initially registered and approved, AC/E must be notified of this fact before the start of the event so that it can assess the change and give its consent if deemed appropriate, as well as to identify the nominative relationship of the members of the group authorised to travel.

The amount requested for travel may not exceed the following financial limits:

- Europe: up to € 500 / person
- America and Africa: up to € 1,000 / person
- Asia: up to € 1,500 / person
- Rest of the world: up to € 1,500 / person

AC/E will not assume repatriation expenses in the event of illness or death of the supported Spanish participant.

This type of expense can only be requested in the case of in-person participation of the supported creator.

- **Accommodation:** includes expenses incurred for accommodation during the Spanish participant's stay at the event venue. The chosen accommodation (hotels, apartments, Aparthotels ...) must be able to issue commercial invoices. The amount requested for accommodation may not exceed the daily amount established in Royal Decree 462/2002, of May 24, on compensation for service published in the BOE of 30/05/2002 for group 2 and for the country in which the activity takes place. [See Royal Decree.](#)

AC/E will not assume accommodation expenses that the awardee organisation may incur if, due to COVID-19, the participant must comply with quarantine upon arrival in the country where the event is held.

This type of expense can only be requested in the case of in-person participation of the supported creator.

- **Subsistence:** includes expenses incurred for subsistence during the Spanish participant's stay at the event venue. The amount requested for subsistence may not exceed the daily amount established in Royal Decree 462/2002, of May 24, on compensation for service published in the BOE of 30/05/2002 for group 2 and for the country in which the activity takes place. [See Royal Decree.](#)

AC/E will not assume subsistence expenses if, due to COVID-19, the participant must comply with quarantine upon arrival in the country where the event is held.

This type of expense can only be requested in the case of in-person participation of the supported creator.

- **Internal transport:** includes expenses generated by the use of transport means to travel in the city or cities where the supported event is being held (taxi, subway, city bus ...).

If the organiser uses rented vehicles for internal transportation, AC/E will accept fuel costs justified by tickets which are issued on dates corresponding to the dates of the supported event.

AC/E will not assume expenses for internal transport if, due to COVID-19, the participant must comply with quarantine upon arrival in the country where the event is held.

This type of expense can only be requested in the case of in-person participation of the supported creator.

- **Reproduction, exhibition and copyright rights:** Includes payment of the rights generated by the reproduction or exhibition of the film and / or audio-visual work of the supported Spanish creator.

This type of expense can only be requested in the case of in-person or virtual participation of the supported creator.

- **Logistics and assembly:** includes expenses related to assembly, transport of materials or rental of equipment.

This type of expense can only be requested in the case of in-person or virtual participation of the supported creator.

- **Translation of texts:** includes expenses derived from the translation of texts written by the supported Spanish creators and the translation of which is necessary for the overseas promotion and dissemination of their work in relation to the approved event.

This type of expense can only be requested in the case of in-person or virtual participation of the supported creator.

- **Simultaneous translation:** includes expenses derived from hiring a simultaneous translation service that ensures correct communication and understanding of the Spanish creators in the supported events. Expenses of this type will not be accepted in Spanish-speaking countries.

This type of expense can only be requested in the case of in-person or virtual participation of the supported creator.

- **Subtitling and interpretation in sign language:** includes expenses derived from hiring subtitling and interpretation services in sign language necessary for the dissemination and promotion of the work of the supported creator.

This type of expense can only be requested in the case of in-person or virtual participation of the supported creator.

- **Travel insurance:** includes expenses derived from contracting an insurance policy to cover eventualities during the trip of the supported Spanish participants.

This type of expense can only be requested in the case of in-person participation of the supported creator.

- **Publications, sound and visual record:** includes expenses related to the preparation of content, design, layout, editing... of publications resulting from the supported activity, such as exhibition catalogues, artist books or sound recordings. Expenses related to the printing of programmes, brochures, informative or advertising material will not be accepted, neither will expenses for the dissemination of the supported event be accepted.

This type of expense can only be requested in the case of in-person or virtual participation of the supported creator.

- **Acquisition of materials necessary for the creation of the work:** includes expenses generated by the purchase and collection of materials necessary for the creation of the work of the supported artist. Only expenses for non-reusable goods will be accepted.

This type of expense can only be requested in the case of in-person or virtual participation of the supported creator.

- **Financial consideration for dedication to the event:** remuneration for the Spanish participants' time at the event, according to their abilities and dedication.

The amount requested as consideration for dedication to the event may not exceed 1,000 Euros per participant or group, either Spanish nationals or residents.

This type of expense can only be requested in the case of virtual participation of the supported creator.

- **Acquisition or rental of equipment and technical materials:** purchase or rental of computers, cameras, microphones or other types of materials that make the digital dissemination of the supported event possible.

This type of expense can only be requested in the case of virtual participation of the supported creator.

- **Recruitment of technicians, collaborators, curators, coordinators, designers, proof-readers and translators for the management and production of the digital event:** technical professionals whose work is essential for the organisation, production, editing and retransmission of the digital event.

This type of expense can only be requested in the case of virtual participation of the supported creator.

7. Candidates and requirements for participation in the PICE-Mobility programme

7.1. Applications for Spanish artists, professionals and cultural creators to participate in overseas activities supported by the PICE-Mobility programme in its various calls may only be made by overseas cultural entities and institutions. These institutions will belong to the field of architecture and design, visual arts, film, dance and circus, literature and books, music or theatre. Proposals from other areas or from other institutions or private individuals will not be accepted.

7.2. Organisations must provide a document accrediting the entity organising the activity and requesting the grant and if there are other institutions that will participate in the organization. This document must also prove the legal status of the applicant organisation. If the organisation is an awardee, it may not, under any circumstances, transfer the rights associated with the concession of the grant to another organisation.

7.3. Applicant organisations must fill out the form published on the AC/E website to participate in the specific call for the Mobility Programme.

7.4. The artistic proposals submitted, in other words, each one of the Spanish national or resident participants or groups, for which the grant is requested, must have a co-financing commitment from the applicant equivalent to at least 50% of the proposal for which support is requested. This means that the applicant organisation cannot request AC/E for more than 50 percent of the budget it has for that artistic proposal. Applicants must expressly confirm this commitment to co-financing so that their applications can be considered.

8. Award criteria

8.1. At the close of each call, the Evaluation Committee, after verifying the formal requirements, will conduct a first assessment of the applications submitted, scoring them individually. Subsequently, the committee will meet in the days after the quarterly close to submit a proposal to the AC/E Programming Management.

8.2. The evaluation criteria of the PICE-Mobility programme are specified in four variables:

- The profile of the entity or institution making the application
- The profile of the artistic proposal: candidate or participant
- The profile of the event or activity project
- Formal coherence and economic efficiency of the application submitted

The features of each are specified below:

- With regards to *the profile of the overseas applicant organisation or institution*, the relevance, solvency and prestige of the applicant organisation and the possibilities of international promotion that it offers to the Spanish creator will be assessed. Priority will be given to entities located in one of the reference countries for AC/E or those that have not been awardees in previous editions.
- With regards to the *profile of the Spanish artistic proposal (candidate or participant)* the emerging nature of the creator will be assessed, and this may refer to the geographic scope of reference, priority will be given to artists who have not participated in previous editions of the Mobility Programme or those who take part in monographic events or thematic focal points that include several Spanish artistic proposals.
- With regard to **the event profile or activity** applied for, the artistic quality of the proposal, the commitment to innovation, creativity, uniqueness and / or recovery of tangible and intangible Spanish heritage, will be assessed, as well as the adaptation of the event to the 2030 Agenda criteria in particular to gender equality, reduced inequalities, sustainability and climate action. Events promoting connectivity and held in countries with little representation in the PICE-Mobility programme or those emanating from an event supported by the PICE-Visitors modality will be positively assessed.

- Regarding the **formal coherence and economic efficiency of the proposal** submitted, the consistency, quality, rigour, organisation and completeness of the information provided in the proposal sent will be assessed in order to pursue the excellence of the Mobility Programme. Likewise, the economic efficiency of each artistic proposal will be taken into consideration, with attention being given to the suitability of the budget requested for its advancement.

8.3. In order to proceed with making a selection of the offers as objective, equitable and consistent as possible, the following general scale is set for the assessment of each of the applications to be evaluated in each area, as long as they meet the requirements established in the PICE programme conditions:

- a) Adaptation of applicant organisations to the required criteria, up to 25 points.
- b) Adaptation of the artistic proposal (participants or groups) to the required criteria, up to 15 points.
- c) Assessment of the event or activity project in terms of fulfilling the aims and objectives, as well as its technical quality, up to 45 points.
- d) Adaptation of applications to the required criteria, up to 15 points.

Each call for the Mobility Programme may expand on, and / or specify the score for the different sections described and associated with the selection and assessment process for each of the thematic areas, or, where appropriate, geographical areas.

8.4. These framework conditions set a minimum score of 50 points for accessing the grants in each of the applications to be assessed in each area.

8.5. The financial amount to be assigned to each event submitted by an entity may not exceed 15,000 Euros in each call by subject area. Within this budgetary limit, the amount of 5,000 Euros per artistic proposal (either Spanish national or resident participant or group,) cannot be exceeded. The financial amounts will be assigned by the Evaluation Committee in correlation to the score obtained by each application in each thematic area. Those organisations submitting several artistic proposals in their application, that is, more than one participant or Spanish group, will receive an individual score and budget for each one and, only those that obtain a score equal to or greater than 50 points after assessment of the four variables defined in point 8.3. can be selected.

8.6. The financial surpluses resulting from the evaluation process may be redistributed among the selected applications based on the score obtained in each area, as long as it is authorised by the AC/E presidency.

8.7. The average remainder of each quarterly evaluation may be distributed, according to the score obtained for each of the events that have exceeded the 50 point cut-off, in that quarterly evaluation period.

9. Distribution of the budget applied for

9.1. The applicant organisation may present their proposal in accordance with the following

budgetary limits or in accordance with the limits established by the Presidency of AC/E for each call for proposals by the Programming Management:

- The organisation may apply for up to a maximum of 15,000 Euros per event.
- The organisation may apply for up to a maximum of 5,000 Euros per Spanish national or resident participant or group, within the limits of the aforementioned point.

9.2. Once the score has been assigned, an organisation may only receive up to a maximum of 15,000 Euros per event and, within this limit, up to 5,000 Euros per participant or group.

9.3. The amount applied for by the organisation may be distributed among the various items of expenditure defined in point 6.1., always taking into account the availability by thematic area defined in the specific conditions of each call. Moreover, the applicant organisation must establish the items to which it prefers to allocate and justify expenditure if it is awarded a grant subject to the final refinement of the project.

9.4. An entity may submit as many applications as it wishes, but it may only be an awardee once per call.

9.5. A participant or group, either Spanish national or resident, may be supported on more than one occasion during the call.

10. Evaluation Committee

10.1. Each area of the programme will, as a general rule, have a minimum of two experts of recognised prestige who will advise on each call under the coordination of the functional responsible of that area in AC/E, who will also form part of the Evaluation Committee. The advisers will be appointed by the AC/E presidency at the proposal of the Programming Management from among professionals of recognised prestige in each thematic area. No external advisor may simultaneously take part in more than one area, and may participate in a maximum of two consecutive annual selection processes, and may not take part again until after three years.

10.2. The evaluation committee of each area will prepare an opinion in which each of the events presented will be assessed. The evaluation and selection will be carried out based on the criteria included in the conditions, qualitatively assessing and weighing their score with the weights set in the corresponding call. The opinion will be forwarded to the Programming Management, who in turn will submit a justified proposal to the AC/E presidency to issue an award decision.

10.3. The remuneration of the advisers participating in the PICE selection process will be paid in accordance with the Decision of AC/E Presidency that regulates the participation in Juries and advisory Committees prevailing at all times.

11. Method and deadline for submitting applications

11.1. Applications can only be submitted within the period during which the call is open. In principle, the general and continuous calls will open on September 1 of the current year and will end on August 31 of the following year, these dates may be altered depending on the specific needs of each call:

These calls will have four quarterly decisions that will initially take place in the months of:

- December: for applications received between the months of September and November;
- March: for applications received between the months of December and February;
- June: for applications received between the months of March and May;
- September: for applications received between June and August.

The final dates of opening, closing and decisions of the calls will be defined in the specific regulating conditions.

11.2. Applications may only be made by public and private organisations that are legally and fiscally constituted in the country of residence of the applicant, with the capacity to issue commercial invoices.

11.3. Applications will only be accepted in either Spanish or English that are correctly completed in the computer application in the restricted area of the AC/E website.

11.4. Those that do not meet the requirements set forth in the conditions of this call will be rejected.

11.5. Access to the application form in the computer application will be made through the AC/E website.

11.6. To access the computer application, the applicant organisation must be validated as a registered user (by email and password).

11.7. An organisation may send more than one request to a call as long as they are for different events. In the case of a multidisciplinary event with participants from various thematic areas, the organisation will decide which area it wishes to send its application to.

11.8. The application will consist of different blocks of information. Broadly speaking, this will be the required information:

- General event: the applicant will provide technical information about the proposed event. Data such as title, performance dates, city and country where it will be held, venue / s, organizing and collaborating entities, a description or general budget of the event will be required.
- Spanish participation or artistic proposal: the applicant will provide data related to the Spanish national or resident creator or group that they propose. It will mainly be the contact information, the reasons driving the participant's programming in the proposed event, as well as their biography, portfolio, CV and the requested budget that will be recorded.

The requested budget will be broken down into the different expenditure items available for the selected subject area.

An organisation may submit an event that includes one or more artistic proposals.

- Applicant organisation: data relating to the entity submitting the applicant will be recorded, such as business name, postal address, CIF, website, Social Networks and legal representative.
- Contact person: the applicant will view the contact information used to access the application and may give another member of their institution access to the application.

11.9. Overseas applicant organisations and institutions may obtain additional or complementary information and clarify any queries at the following email addresses:

Thematic areas

- Architecture and design: artesvisuales@accioncultural.es; marta.rincon@accioncultural.es
- Visual arts: artesvisuales@accioncultural.es; marta.rincon@accioncultural.es
- Film: cine@accioncultural.es; josemanuel.gomez@accioncultural.es
- Dance and circus: artescenic@accioncultural.es; elena.diaz@accioncultural.es
- Literature and books: literatura@accioncultural.es;
- ainhoa.sanchez@accioncultural.es
- Music: musica@accioncultural.es; pablo.eulate@accioncultural.es
- Theatre: artescenic@accioncultural.es; elena.diaz@accioncultural.es

Call: convocatoriaspice@accioncultural.es

12. Evaluation of applications and selection of proposals

12.1. The selection of events and participants by AC/E is made after the applications have been assessed by the Evaluation Committee as stipulated in point 9 of these conditions.

12.2. The criteria that will be taken into consideration to evaluate the applications in each call will comply with the provisions in points 8.2, 8.3 and 8.4 of these conditions.

12.3. The Mobility Programme's field of action excludes events related to being present at seminars, conferences, meetings and in particular academic meetings.

12.4. The decision period will be carried out in accordance with the provisions in points 5.6 and 5.7 of these conditions.

12.5. The provisional and definitive list of recipient organisations or institutions will be published on the AC/E website after the evaluation decision period has ended. Applicants will be able to consult the results on the AC/E website and will also be notified by email.

12.6. The aforementioned recipient organisations will have a period of five working days from the date of publication of the provisional decision on the AC/E website to present the claims they deem appropriate. It will be understood that the awardee accepts the grant authorised and, therefore, agrees to accept these framework conditions and those that specifically regulate the call if no such claim is received within the aforementioned period, after which the final decision of the awardees will be published on the AC/E website.

12.7. In the event that the awardee wishes to waive the grant approved, they must send a formal letter to AC/E explaining the reasons for their waiver. This letter must be sent by email to the addresses shown in point 11.9. of these conditions.

13. Obligations of the awardees.

13.1. The awardees undertake to accept the content of these conditions and comply with the obligations derived from them.

13.2. AC/E will not assume medical expenses that may be generated during the stay of the Spanish participant in the country where the event takes place. The recipient organisation must have medical insurance to cover such eventualities.

13.3. The events proposed by the applicant organisation within the framework of the open and continuous general call must take place within the period detailed in the specific conditions of the call. However, as a general rule, these will have a starting date after the next application assessment date, but always within the corresponding budget year. The end date of the event will be a maximum of one year from the date of publication of the final award results on the AC/E website.

13.4. After acceptance, AC/E will contact the Spanish participants via email to convey our support for their presence in the awardee activity.

13.5. To avoid changes in the supported event, AC/E recommends sending the application in the shortest possible time, taking into account the dates of the event and the decision dates of the call. Only for sudden and duly justified reasons will AC/E assess the possibility of making changes to the terms of the event as long as these do not substantially affect the scope of the approved event.

13.6. In the case of such changes occurring, the person responsible for the corresponding area must be notified by email prior to the start of the supported event, (see point 11.9.) So that such changes can be assessed by the Evaluation Committee. Acceptance of such changes will require the approval of at least one of the members of this Committee. Once the decision has been made, the responsible for each area will confirm with the awardee as soon as possible in writing the decision to maintain or change the grant awarded in light of the proposed change.

13.6. Under no circumstances will AC/E accept expenses generated by participants that have not been previously approved.

13.7. The awardee undertakes to obtain in writing from each of the Spanish artists, professionals or cultural creators participating in the event supported by AC/E, as holders of their personal data, the informed consent that by assigning their data they authorise their use by AC/E for the purposes of managing the Programme, as well as to directly coordinate actions with them for disseminating the event (such as use of the corresponding image, graphic, textual resources, etc., in their various supports) and exchange of resources (interviews, workshops, professional meetings, etc.) and for the creation of future work networks and collaborations.

13.8. If requested, the awardee must offer a space during the course of the activity so that AC/E can present and publicise its internationalisation programme.

13.9. For the appropriate communication and dissemination of the activity once the grant has been awarded, the awardee must contact:

- The AC/E Press area to coordinate the information that is being prepared to be sent to the media (press releases, dossiers ...), as well as to notify it to possible press conferences. This information must include an explicit reference, agreed with the Press department, to the support that the activity is receiving from AC/E.

Contact: Mónica Hernández

Email: monica.hernandez@accioncultural.es

- AC/E's Digital Diffusion, Web and Social Networks area for highlighting AC/E's collaboration in all graphic materials, dissemination and digital documentation materials related to the awarded event, using the logos provided. This contact will be made well in advance and at least fifteen calendar days before the start of the activity. Likewise, the awardee may contact this area to request changes in the information disseminated through the website, social networks or AC/E newsletters.

Contact: Raquel Mesa

Email: Raquel.mesa@accioncultural.es

13.10. Participants and interested parties have the LinkedIn group PICE COMMUNITY at their disposal. There AC/E will provide you with news from the sector, relevant information about this programme and its calls, and about amounts and grants for creators from other entities. The participants will be able to open debates on matters of interest to them and the rest of the members. To join the group, participants need to follow the AC/E page on this social network: <https://www.linkedin.com/company/accion-cultural-esp-ola>. Next, from the personal LinkedIn account, the participant must use the search engine to find PICE COMMUNITY and request to be part of it. Moreover, the participants in the activities, programmes, events and festivals supported by AC/E will be invited to join the network of participants for which the corresponding registration and access will be provided.

14. Financial allocation, invoicing and payment procedure

14.1. The Mobility Programme will have a global budget allocated to this programme in the current budget of the corresponding year, for carrying out the set of events of this kind that are included in both the general open and continuous call, as well as in the specific calls. The different items of expenditure associated with each event and call as a whole may not exceed this budgetary limit on an annual basis.

14.2. The maximum amount awarded to an entity may not exceed 15,000 Euros per event and, within this limit, 5,000 Euros per artistic proposal (Spanish national or resident participant or group). Neither can it exceed the allocation established by AC/E Presidency for each call at the proposal of the Programming Department.

14.3. Prior to the publication of the general and specific conditions, the Finance and Resources Management will report on the budgetary amount to be assigned to each call, upon a proposal from the Programming Management. AC/E presidency will authorise the budget assigned to each call, once the proposal from the Programming Management and the report from the AC/E Financial and Resources Management have been assessed.

14.4. Payment will be made by AC/E after the end of the event, with no possibility of advance payment.

14.5. The amount awarded is considered for the “provision of services”, therefore, an invoice will be requested with all the legal requirements to justify and pay the expense, which is not considered a subsidy or donation. The awardee provides AC/E with services of managing the artist's participation. The awardee acts as an “intermediary on its own behalf” that handles the approved expenses then manages and invoices them to AC/E upon prior justification. The grants awarded are the financial contributions made by AC/E to boost and promote Spanish Culture as a global action forming part of the company's social purpose of a general interest under its status of a state-owned company and with a legal-private relationship with the awardee. AC/E is a public organisation wholly owned by the Spanish Ministry of Finance, subject to public regulations, with tax residence in Spain and subject to VAT in the exercise of its business activity.

14.6. Once the event is over and in order to proceed with payment, the awardee must send in digital format (a scanned attachment) via email to the addresses indicated in point 11.9 a justification for fulfilling the activity and showing how the funds were used,

The documentation must consist of:

A. A Financial Report:

In line with the co-financing commitment assumed by the organisations when participating in the Programme, the Financial Report will detail the general expenses corresponding to the artistic proposal, as well as the specific expenses assumed with the support of AC/E. If the awardee cannot validate this co-financing, AC/E will pay the part proportional to 50% of the total validated budget.

The expenses assumed with the support granted must be directly related to the artistic proposal for which it is recognized. General expenses of the awardee institution cannot be included, and the report must be submitted as a classified statement of expenses with date of payment specifying the supplier, the item, as well as the total amount of each of the expenses.

The template for submitting the Financial Report will be sent to the awardees, which must be submitted in Excel format for review by AC/E's Finance Department and in pdf with the signature of the legal representative of the recipient institution.

The validated amounts will be calculated without VAT if this tax is deductible for the awardee, otherwise they will be calculated with VAT included.

B. A copy of the supporting invoices up to the total amount granted.

The copies of the invoices must be sent in order according to the numbering of the Financial Report. This number must appear either in the file name or in the same document

- 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. These must be addressed to the awardee. If the expense has been incurred by a third party, the awardee must submit proof of payment of these expenses to the organisation that has made the disbursement. This proof must be accompanied by a copy of the corresponding invoice.
- Only invoices or documents providing valid proof supporting the types of expenses that have been included in the application will be accepted. Expenses will not be accepted that are not included in the application and which have not been considered in these conditions.
The notes provided by the awardee in each of the items requested are merely informative and will not constitute any payment obligation for AC/E.
- To calculate the exchange rate, the information published by the Bank of Spain for listed currencies must be used. [Go to the Bank of Spain.](#)
- Expenses generated by Spanish participants who have not been present at the awarded event or by participants who have not been approved by AC/E before the start of the event, shall not be accepted.
- No unsolicited items of expenditure will be accepted neither will changes be accepted once the grant has been awarded.
- If subsistence allowances have been applied for, these are only justifiable by the awardee through a document that has been signed by the Spanish participant confirming that the abovementioned organisation has assumed their subsistence expenses for a daily amount that will not exceed the

provisions of Royal Decree 462/2002, of May 24, on compensation for service reasons, published in the B.O.E. (Spanish official gazette) of 30/05/2002 for group 2 and for the country in which the activity is performed. [See Royal Decree.](#)

In those cases where the awardee has arranged lunches and dinners through catering services and restaurants, the subsistence allowances shall be justifiable by means of submitting the invoices for the arranged menus as long as the daily amounts per guest do not exceed the amounts specified in the aforementioned paragraph. Under no circumstances can subsistence be justified with tickets for consumption in various establishments, purchases in supermarkets or similar.

- For travel by plane, train, coach ... a copy of the ticket must always be attached, which includes the passenger's name, the dates of travel and the route. For the purchase of airline tickets through online platforms, proof of the relevant payment must be submitted, which may be the card statement showing the charge for the purchase.

C. An Activity Report that includes:

- Technical specifications of the event.
- Programme of the activity carried out.
- List of participants and guests and number of public / visitors.
- A dossier on its impact in the media and social networks as well as the press, including a copy of all the information on the event appearing in them and / or in other materials.
- Brief report of conclusions on the activity and its public impact.

D. If AC/E so requests, the list of **supporting documents for the payments** made will be required.

E. **Three high resolution digital photographs or images** of the activity and the Spanish participants. Their copyright will also be specified so that AC/E can use them as dissemination material.

F. Only when the event is digital, the awardee must justify the virtual participation of the Spanish creators supported by sending a **recording of the intervention or exhibition** of them in the event in question. Their copyright will be specified so that AC/E can use them as dissemination and promotional material on its website.

G. Only when AC/E's Financial Department has reviewed the aforementioned documentation and has given its approval, the awardee must complete the supporting documentation by issuing, in Spanish or English, **an invoice for the amount awarded or justified expenses.**

This invoice must be sent by email or through the invoice entry point that AC/E specifies to the awardee.

The invoice must include the Issuer and recipient data:

Awardees with tax residence in the European Union:

- Recipient data:
 - Sociedad Mercantil Estatal de Acción Cultural SA
 - C / José Abascal, 4-4ª planta
 - 28003 Madrid. Spain
 - NIF and Intra-community VAT number: ESA81553521
- Issuer data:
 - Invoices must include the intra-community VAT number of the awardee registered in the VIES (VAT Information Exchange System), as well as its name or company name and address. The invoices must contain the complete bank details of the issuer, the IBAN and the Swift code.
 - The “reverse charge” is considered applicable. The amount granted is VAT excluded, the issuer of the invoice does not have to charge AC/E VAT in his country, the service is subject to VAT in the country of the recipient. The receiver-recipient of the service (AC/E) is the taxable subject, regardless of where the cultural event is held. It is an “intra-community acquisition of services”.
 - The issuer of the invoice will include a note in it showing that the operation is "VAT not subject to reverse charge" and mentioning the article and the applicable VAT Law in their country.
 - AC/E will declare these operations in the Spanish Tax Agency, model 349 “Summary declaration of intra-community operations”.
 - If the awardee considers that “reverse charge” is not applicable, it does not have an obligation to be registered in the VIES in its country and therefore does not have an Intra-community VAT number, it is not subject to VAT, it does not carry out business or professional activity or generates any other taxable situation, it shall include as justification a note in the invoice showing "not subject to VAT" or "VAT exempt", mentioning the article and the corresponding VAT Legislation applicable in its country.
 - If the organisation is not obliged to issue an invoice according to its tax status and legislation in its country, it will issue a certificate or letter signed by the corresponding person responsible, in which it will request the payment of the amount awarded, the data of the recipient and the aforementioned issuer will be included and a declaration stating that the organisation has no obligation to issue an invoice justifying the legal reason and mentioning the article and the applicable legislation in their country in this regard.

Awardees with residence outside the European Union:

- Recipient data:
 - Sociedad Mercantil Estatal de Acción Cultural SA
 - C / José Abascal, 4-4ª planta
 - 28003 Madrid. Spain
 - NIF (tax identification number) and Intra-community VAT number: ESA 81553521
- Issuer data:
 - The invoices must include the complete data of the issuer (name or company name, address and NIF-tax identification number-). Invoices

must contain the issuer's bank details: Swift code, account number, account holder and name of the bank, and ensure that the bank accepts transfers in Euros

- The amount awarded considers VAT, or any other tax in the country, as included.
- If the organisation is not obliged to issue an invoice according to its tax status and legislation in its country, it will issue a certificate or letter signed by the corresponding person responsible, in which it will request the payment of the amount awarded, the data of the recipient and the aforementioned issuer will be included and a declaration stating that the organisation has no obligation to issue an invoice justifying the legal reason and mentioning the article and the applicable legislation in their country in this regard.

14.7. The awardees residing in countries with an alphabet other than Latin must submit the documentation detailed in the previous point translated into Spanish or English in order to be validated.

14.8. After the end of the event and only when the awardee has submitted the aforementioned documentation (point 14.6), once this has been reviewed and approved by the AC/E Programming Department and the Finance Department, the awardee will be paid the supported amount by bank transfer.

14.9. Payment will be made only to the awardee organisation and only in bank accounts located in financial entities in the awardee's country. Payments will not be accepted in financial entities of countries other than the awardee 's country.

14.10. If, after a period of ten weeks from completion of the supported event, the awardee has failed to submit the documentation referred to in point 14.6, they will be understood to renounce the support granted. If there is a justified delay in the completion of the event, the awardee must notify AC/E as soon as possible, for the corresponding adjustment to this period.

15. PICE-Mobility programme evaluation

15.1. Each of the calls for the PICE-Mobility programme, whether general or specific, will be assessed by the AC/E Programming Management. To this end, the Evaluation Committee will issue an expert opinion for each of them, which will determine for each event the level of fulfilment of the objectives within the framework of the general AC/E strategies, as well as a global final annual assessment report on the PICE-Mobility programme.

15.2. The evaluation must make it possible to identify the lines of action and events that contribute to efficiently fulfilling the purposes of the mobility programme; likewise, the entities and participants must be assessed to determine their level of performance and contribution to the AC/E objectives in this matter.

15.3. On an annual basis, the AC/E Programming Management will select the most outstanding events in each thematic area, which exemplify the main purpose of the PICE programme,

within the general strategies of AC/E as described in points 2.1, 2.2, 2.3 and 2.4 of these framework conditions.

15.4. The evaluation expert opinions of the different calls and the Mobility Programme as a whole will be presented for debate and assessment before the AC/E Management Committee. Likewise, the Mobility Programme content and scope will be reported to the Board of Directors.

16. Data protection

16.1. The parties undertake to comply with current regulations in relation to the protection of personal data, especially with Regulation 2016/679, of the European Parliament and Council, of April 27, 2016, regarding the protection of individuals concerning the processing of personal data and the free circulation of these data (hereinafter, GDPR), committing to adopt all the security measures required by this regulation and by any other improving or complementing it.

In particular, AC/E will process the personal data of the awardees or their staff for the sole purpose of managing the contractual relationship. For this purpose AC/E may process identification data, contact data, business information and data relative to transactions of goods and services, the basis of legitimacy for the processing being that it is necessary for the execution of the contract. This data will be kept for the duration of the contractual relationship and, once it has ended, for the time to which it is bound by legal requirements.

16.2. AC/E may communicate the personal data of the awardee or their staff, even to a third country or international organization, when necessary for its execution. Notwithstanding the foregoing, AC/E will only communicate personal data to third parties when it is necessary for the fulfilment of a legal obligation, for the fulfilment of a mission carried out in the exercise of public powers or for the satisfaction of their legitimate interests provided that the interests or the rights and freedoms of the awardees or their staff are not prevailed upon.

16.3. The awardees or their staff may exercise their rights of access, rectification, deletion (including the right to be forgotten), opposition, limitation of processing, portability and no longer to be subject to automated decisions through a means that leaves the request recorded. Likewise, you can request guardianship from the Spanish Data Protection Agency.

16.4. Likewise, the awardees are obliged to treat confidentially and not to reproduce, publish or disseminate any commercial, financial or technical information that they may be aware of as a result of their relationship. The awardees assume the obligation to maintain strict professional secrecy regarding all matters related to AC/E. Under no circumstances may the documents and information be used for purposes other than those provided for in these conditions. The awardees undertake to transfer this obligation to their staff and especially to those who travel to AC/E's facilities, being responsible for compliance.

16.5. AC/E undertakes not to disclose information designated as confidential by the awardees, this concern in particular, technical or commercial secrets and confidential aspects of applications. In no case will the principle of confidentiality be exclusive; all of the rest of the principles of public procurement and other AC/E application regulations must be respected.