

**PROGRAMME FOR THE INTERNATIONALISATION OF SPANISH CULTURE (PICE)**

**REGULATORY FRAMEWORK**

**PICE-MOBILITY – PICE-VISITORS – PICE-RESIDENCIES**

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## 1. Framework conditions and specific calls of the Mobility, Visitors and Residencies Programme

1.1. This document establishes the framework for the development of the Programme for the Internationalisation of Spanish Culture (hereinafter PICE) in its three categories, Mobility, Visitors, and Residencies, of the State Agency Acción Cultural Española. (Hereinafter AC/E).

1.2. The conditions for PICE-Mobility, PICE-Visitors and PICE-Residencies calls, in the general call for the open and continuous process, and of the specific calls, will be subject to the criteria set in this regulatory framework, 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 by the PICE programme annual budget approved in AC/E's budget; the list of allowances for each of the areas; 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 this regulatory framework in all non-specific matters. Under no circumstances may its content contradict the general conditions.

## 2. General purpose of PICE

2.1 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 To this end, PICE has three modalities:

- a. **PICE-Mobility.** 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. 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.

An artist, creator, professional or artistic group are considered to be emergent when they are at an initial or mid-term stage in their career and in need of international projection. Likewise, those professionals who, although they have a consolidated career in Spain, need international support to boost their career, will also be considered emergent.

- b. **PICE-Visitors.** The main purpose of this modality is to facilitate the presence in Spain of prestigious international agents, professionals, and programmers in the field of the arts and culture, enabling them to gain first-hand experience of what Spain's creative and cultural sector has to offer in its various areas and to establish direct working relations with the sector to incorporate this offering into the projects they develop in their respective countries of origin.

Visits will preferably take place within the framework of sectoral or specific events held in Spain, with nationwide exposure and representation, to forge ties with creators, artists and professionals from Spain's culture and creative sector with a view to establish collaborations or agreements for including them in foreign programmes.

- c. **PICE-Residencies.** The Residency programmes are stays of variable length, open to creators of different cultural fields for their training, research, or creation, originated from projects proposals in the framework of their discipline. These programmes promote mobility and

facilitate to their residents the appropriate space, time, and resources to develop their work from the reflection at the same time, they boost contact with other cultures or creators and facilitate networking essential to the current cultural environment.

The aim of the PICE-Residency is to encourage organisations and institutions of interest in the cultural fields - both public and private - to incorporate Spanish artists, professionals and cultural creators, or those resident in Spain, into their Residency programmes to enhance their training, professional experience, visibility, mobility and international networks, as well as to acquire new technical knowledge, to develop research in a specific area or to work on their own projects or creations.

PICE-Residencies has three modalities:

- i. Support for Spanish creators or those residents in Spain in international residencies.
- ii. Support for Spanish creators or those residents in Spain in national residencies.
- iii. Support for the exchange of national and international artists in international and national residencies respectively. This option will be developed in a second phase of the Programme. The aim is to encourage Spanish organisations to reach agreements with others outside Spain for the exchange of residents, so as to foster international relations between organisations and creators, as well as the possibility of developing joint creative projects.

2.3 PICE-Mobility and PICE-Visitors will support in-person, virtual and blended projects while PICE-Residency will support only programmes that are in a fully attendance-based format.

2.4 The three PICE modalities are complementary, and, to this end, AC/E will assign on an annual basis to this programme a budgetary dotation for the fulfilment of their purposes.

2.5 The scope and purpose of the PICE will be conducted through an open and continuous annual call of each modality and each of the thematic areas defined in point 3, and as many specific or monographic calls as deemed appropriate. These specific calls could be limited to one or several thematic areas or a specific geographical or territorial area and for a specific line or lines of action. They can be opened at different periods of the year.

### **3. Scope of action and sectoral aims of PICE**

3.1. The aims of PICE extend to the following thematic areas of activity:

- Architecture & design
- Visual Arts
- Film
- Dance & circus
- Literature & books
- Music
- Theatre
- Videogame & animation

3.2. 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 Programme consists of. Likewise, the geographical or territorial priorities for the development of the programme associated with each call will be established.

3.3. Each one of the thematic areas to which the annual calls for the Programme are circumscribed will be budgeted according to their 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.

3.4. The annual budget assigned to each modality of the Programme is limited, and under no circumstances may the sum of the budgets of the different calls exceed the expenditure ceiling assigned 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.

#### 4. PICE Coverage

4.1. For each of the thematic areas included in the different calls, the items described below may be applied as *consideration for the services provided*. In the specific conditions of each call, the types of expenditure available for each area will be detailed:

- **Accommodation:** includes expenses incurred for accommodation during the participant's stay at the event venue. The chosen accommodation (hotels, apartments, apart-hotels, the organiser itself...) must be able to issue commercial invoices.

In PICE-Mobility and PICE-Residencies with International stays, 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](#).

In PICE-Visitors and PICE-Residencies with national stays, the amount requested for accommodation may not exceed the daily amount established for group 2 by the following Resolution published on B.O.E. (Spanish Official Gazette 02/12/2005) regarding reimbursement of subsistence expenses in Spain, in its annex II. [See Resolution](#).

Specifically, in PICE-Mobility and PICE-Visitors, if the awardee foresees to incur in accommodation costs above those established in the previous regulations, awardees can justify these costs by one of the following four options:

1. By staying in accommodation already determined by the event organisers.
2. For not being able to find accommodation with rates that are in line with the amount of the accommodation allowance, either because there is no suitable accommodation or even if there is, there are no vacancies available on the date of the event.
3. For security reasons due to the subject matter of the meeting, the participants or the event venue.
4. For reasons of proximity to the event, place of work or the event venue.

In the case of wishing to make use of any of these four scenarios, awardees must submit a formal request signed by the legal representative of the organisation indicating the scenario he/she would like to use and the reasons for doing so.

Furthermore, for the 1st scenario, the awardee must accompany the request with a document that justifies the existence of an agreement with the accommodation selected.

The request must be sent to AC/E via the addresses shown at the end of this document prior to commencement of the event and it will require acceptance in writing from AC/E. AC/E reserves the right to decline requests that it does not consider to be adequately justified.

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

This type of expense will be eligible in any of the three PICE modalities as long as it is included in the call. Accommodation expenses could only be requested in the case of in-person participation of the supported participant. In PICE-Mobility and PICE-Visitors will also be accepted for semi-present participation if the participant travels to the event venue.

- **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 creator. Only expenses for non-reusable goods will be accepted.  
This type of expense can be requested only in the PICE-Mobility modality as long as it is included in the call. It can be requested in the case of in-person, blended or virtual participation of the supported participant.

- **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 will be eligible only in the PICE-Mobility and PICE-Visitors modalities as long as it is included in the call. It can only be requested in the case of virtual participation of the supported participant or for semi-present participation provided that these materials will be used to facilitate his/her digital participation.

- **Assembly:** include expenses related to assembly and/or rental of equipment. This type of expense can be requested in the PICE-Mobility and PICE-Visitors modalities as long as it is included in the call. Assembly expenses can be requested in the case of in-person, blended or virtual participation of the supported participant.

- **Assembly or public presentation of the project:** includes expenses related to the assembly, transport of material or rental of equipment in those residencies in which the Programme includes the organisation of a final event. It also includes expenses related to the public dissemination of the project developed, even if it is not an exhibition, or of the final exhibition (organisation of talks, virtual or otherwise, brochures, informative digital creations, etc.). These dissemination expenses may only relate to the exhibition or project in which the work carried out by the resident is featured.

This type of expense can only be requested in the PICE-Residencies modality as long as it is included in the call.

- **Financial consideration for dedication to the event:** includes the 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 in Spain.

This type of expense can be requested only in the PICE-Mobility modality as long as it is included in the call. It can be requested in the case of virtual participation of the supported participant.

- **Internal costs of the development of the programme proportional to the participation of the supported resident:** recruitment of teachers, administrative management, jury costs, rental or maintenance of workshops, workspaces, materials and equipment.

The applicant can only request in this item up to a maximum of 30% of the total requested amount per resident or artistic group.

This type of expense can only be requested in the PICE-Residencies modality as long as it is included in the call.

- **Internal transport:** includes:
  - the 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 ...) including transfers to / from the airport or station.
  - the expenses generated by the travelling among the cities (planes, trains, long-distance buses...) if the candidate's participation is held in different localisations.
  - the expenses needed to arrive or to leave where the event will be held when the route covered by the primary ticket, included in [Travel expenses](#), doesn't cover the whole route. Among these expenses, only those generated once the participant has arrived in the country of celebration will be accepted. For this reason, this won't apply to PICE-National Residencies modality.

If the organiser uses vehicles for internal transportation, rented or private, AC/E will accept fuel and toll costs justified by tickets which are issued on dates corresponding to the dates of the supported event. Kilometre expenses won't be accepted.

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

This type of expense will be eligible in any of the three PICE modalities as long as it is included in the call. Internal transport expenses could only be requested in the case of in-person participation of the supported participant. In PICE-Mobility and PICE-Visitors will also be accepted for semi-present participation if the participant travels to the event venue.

- **Logistics and transport of materials:** include expenses related to logistics and transport of materials.

This type of expense can be requested in the PICE-Mobility and PICE-Visitors modalities as long as it is included in the call. These expenses can be requested in the case of in-person, blended or virtual participation of the supported participant.

- **Medical insurance:** includes expenses derived from the contracting of an insurance policy to cover health eventualities during the trip and the stay of the supported residents.

This type of expense can only be requested in the PICE-Residencies modality, specifically in the international ones celebrated in countries not covered by the European health card, and only if it is included in the call.

- **Production:** includes expenses generated for production (purchase of materials, rental of equipment, hiring of external services...) during the resident's stay in the place where the residency is being held.

The maximum amount that the organisation can request to cover production costs is 1,000 euros per resident or artistic group.

This type of expense can only be requested in the PICE-Residencies modality as long as it is included in the call.

- **Publications, sound and visual record and streaming:** includes expenses related to the preparation of content, design, layout, editing... of products resulting from the supported activity, such as exhibition catalogues, artist books or sound or audio-visual 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 will be eligible in any of the three PICE modalities, as long as it is included in the call. In PICE-Mobility and PICE-Visitors these expenses could be requested in the case of in-person, blended or virtual participation of the supported participant. In PICE-Residencies will be accepted only for in-person participation of the resident.

- **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, and editing of the digital event. These expenses are aimed at facilitating the broadcasting of the event. This type of expenditure shall only cover the occasional hiring of external staff for the event who are not part of the regular staff of the awardee organisation.

This type of expense will be eligible only in the PICE-Mobility and PICE-Visitors modalities as long as it is included in the call. It can only be requested in the case of virtual participation of the supported participant or for semi-present participation provided that these materials will be used to facilitate his/her digital participation.

- **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 participant.

This type of expense will be eligible in any of the three PICE modalities, as long as it is included in the call. In PICE-Mobility and PICE-Visitors these expenses could be requested in the case of in-person, blended or virtual participation of the supported participant. In PICE-Residencies will be accepted only for in-person participation of the resident.

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

This type of expense will be eligible in any of the three PICE modalities, as long as it is included in the call. In PICE-Mobility and PICE-Visitors these expenses could be requested in the case of in-

person, blended or virtual participation of the supported participant. In PICE-Residencies will be accepted only for in-person participation of the resident.

- **Subsistence:** includes expenses incurred for subsistence during the participant's stay at the event venue.

In PICE-Mobility and PICE-Residencies with International stays, 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.](#)

In PICE-Visitors and PICE-Residencies with national stays, the amount requested for subsistence may not exceed the daily amount established for group 2 by the following Resolution published on B.O.E. (Spanish Official Gazette 02/12/2005) regarding reimbursement of subsistence expenses in Spain, in its annex II. [See Resolution.](#)

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

This type of expense will be eligible in any of the three PICE modalities, as long as it is included in the call. Subsistence expenses could only be requested in the case of in-person participation of the supported participant. In PICE-Mobility and PICE-Visitors will also be accepted for semi-present participation if the participant travels to the event venue.

- **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 Spanish culture at the event in PICE-Visitors. In PICE-Mobility and PICE-Residencies this service should help to disseminate and promote the participant or resident work.

This type of expense will be eligible in any of the three PICE modalities, as long as it is included in the call. In PICE-Mobility and PICE-Visitors these expenses could be requested in the case of in-person, blended or virtual participation of the supported participant. In PICE-Residencies will be accepted only for in-person participation of the resident.

- **Translation of texts:** this item includes:
  - In PICE-Mobility, 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.
  - In PICE-Visitors, expenses derived from the translation of texts and the translation of which is necessary for the Spanish creators' work promotion and dissemination at the supported event.
  - In PICE-Residencies, expenses derived from the translation of texts written by the supported residents and the translation of which is necessary for the residency development.

In no case, the translation of complete works for its publication will be accepted.

This type of expense will be eligible in any of the three PICE modalities, as long as it is included in the call. In PICE-Mobility and PICE-Visitors these expenses could be requested in the case of in-person, blended or virtual participation of the supported participant. In PICE-Residencies will be accepted only for in-person participation of the resident.

- **Travel expenses:** expenses associated with the Spanish participant, international visitor or resident's trip (round trip) to the event venue.

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

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

- PICE-Mobility and PICE-Visitors. These limits will attend to the destiny of the Spanish creators or the origin of the international visitors:
  - Europe: up to 500 €/person
  - America y Africa: up to 1.000 €/person

- Rest of the world: up to 1.500 €/person
- PICE-Residencies. These limits will attend to the destiny of the Spanish residents or the origin of the international residents:
  - Spain: up to 250 €/person
  - Europe: up to 500 €/person
  - America y Africa: up to 1.000 €/person
  - Rest of the world: up to 1.500 €/person

For calculation of the budget for transfers by car, the provisions of Order EHA/3770/2005, of 1 December 2005, which revises the amount of compensation for the use of a private vehicle established in Royal Decree, 462/2002, of May 24, 2002, on compensation for reasons of service, shall be applied, set at 0,19 euros per kilometre for car journeys. Toll charges will be accepted.

Specifically, in PICE-Mobility, 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, and attaching the list of people who plan to travel. Once the support from AC/E has been approved, if finally, the number of people travelling is different 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 confirm the full continuance of the benefit granted. Moreover, the awardee must update the nominative relationship of the members of the group authorised to travel.

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

This type of expense will be eligible in any of the three PICE modalities, as long as it is included in the call. Travel expenses could only be requested in the case of in-person participation of the supported participant. In PICE-Mobility and PICE-Visitors modalities will also be accepted for semi-present participation if the participant travels to the event venue.

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

This type of expense will be eligible in any of the three PICE modalities, as long as it is included in the call. Travel insurance expenses could only be requested in the case of in-person participation of the supported participant. In PICE-Mobility and PICE-Visitors modalities will also be accepted for semi-present participation if the participant travels to the event venue.



Here below, you can find a table displaying the distribution of the cost items among the three modalities:

|  | PICE-MOBILITY | PICE-VISITORS | PICE-RESIDENCIES |
|--|---------------|---------------|------------------|
| Accommodation  | Yes           | Yes           | Yes              |
| Acquisition of materials necessary for the creation of the work  | Yes           | No            | No               |
| Acquisition or rental of equipment and technical materials   | Yes           | Yes           | No               |
| Assembly   | Yes           | Yes           | No               |
| Assembly or public presentation of the project   | No            | No            | Yes              |
| Financial consideration for dedication to the event  | Yes           | No            | No               |
| Internal costs of the development of the programme proportional to the participation of the supported resident   | No            | No            | Yes              |
| Internal transport   | Yes           | Yes           | Yes              |
| Logistics and transport of materials   | Yes           | Yes           | No               |
| Medical insurance  | No            | No            | Yes              |
| Production   | No            | No            | Yes              |
| Publications, sound and visual record and streaming  | Yes           | Yes           | Yes              |
| Recruitment of technicians, collaborators, curators, coordinators, designers, proof-readers and translators for the management and production of the digital event | Yes           | Yes           | No               |
| Simultaneous or consecutive translation  | Yes           | Yes           | Yes              |
| Subsistence  | Yes           | Yes           | Yes              |
| Subtitling and interpretation in sign language   | Yes           | Yes           | Yes              |
| Reproduction, exhibition, and copyright rights   | Yes           | Yes           | Yes              |
| Translation of texts   | Yes           | Yes           | Yes              |
| Travel expenses  | Yes           | Yes           | Yes              |
| Travel insurance   | Yes           | Yes           | Yes              |

And here below, you can find a table displaying the distribution of the cost items among the participation modalities (in-person, blended or digital):

|  | PICE-MOBILITY |         |         | PICE-VISITORS |         |         | PICE-RESIDENCIES |
|--|---------------|---------|---------|---------------|---------|---------|------------------|
|  | In-person     | Blended | Digital | In-person     | Blended | Digital | In-person        |
| Accommodation  | Yes           | Yes     | No      | Yes           | Yes     | No      | Yes              |
| Acquisition of materials necessary for the creation of the work  | Yes           | Yes     | Yes     | No            | No      | No      | No               |
| Acquisition or rental of equipment and technical materials   | No            | Yes     | Yes     | No            | Yes     | Yes     | No               |
| Assembly   | Yes           | Yes     | Yes     | Yes           | Yes     | Yes     | No               |
| Assembly or public presentation of the project   | No            | No      | No      | No            | No      | No      | Yes              |
| Financial consideration for dedication to the event  | No            | No      | Yes     | No            | No      | No      | No               |
| Internal costs of the development of the programme proportional to the participation of the supported resident   | No            | No      | No      | No            | No      | No      | Yes              |
| Internal transport   | Yes           | Yes     | No      | Yes           | Yes     | No      | Yes              |
| Logistics and transport of materials   | Yes           | Yes     | Yes     | Yes           | Yes     | Yes     | No               |
| Medical insurance  | No            | No      | No      | No            | No      | No      | Yes              |
| Production   | No            | No      | No      | No            | No      | No      | Yes              |
| Publications, sound and visual record and streaming  | Yes           | Yes     | Yes     | Yes           | Yes     | Yes     | Yes              |
| Recruitment of technicians, collaborators, curators, coordinators, designers, proof-readers and translators for the management and production of the digital event | No            | Yes     | Yes     | No            | Yes     | Yes     | No               |
| Simultaneous or consecutive translation  | Yes           | Yes     | Yes     | Yes           | Yes     | Yes     | Yes              |

|   | PICE-MOBILITY |         |         | PICE-VISITORS |         |         | PICE-RESIDENCIES |
|---|---------------|---------|---------|---------------|---------|---------|------------------|
|   | In-person     | Blended | Digital | In-person     | Blended | Digital | In-person        |
| <b>Subsistence</b>                                    | Yes           | Yes     | No      | Yes           | Yes     | No      | Yes              |
| <b>Subtitling and interpretation in sign language</b> | Yes           | Yes     | Yes     | Yes           | Yes     | Yes     | Yes              |
| <b>Reproduction, exhibition, and copyright rights</b> | Yes           | Yes     | Yes     | Yes           | Yes     | Yes     | Yes              |
| <b>Translation of texts</b>                           | Yes           | Yes     | Yes     | Yes           | Yes     | Yes     | Yes              |
| <b>Travel expenses</b>                                | Yes           | Yes     | No      | Yes           | Yes     | No      | Yes              |
| <b>Travel insurance</b>                               | Yes           | Yes     | No      | Yes           | Yes     | No      | Yes              |

## 5. Evaluation committee

5.1. Each call and each area of the programme will, as a general rule, have a minimum of two experts of recognised prestige who will advise on each application under the coordination of the functional response of that area in AC/E. In the PICE-Residencies modality, the experts will advise under the coordination of the AC/E Residency Programme responsible along with the collaboration of the different thematic areas of the Programming Management.

5.2. 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 retake part until after three years.

5.3. The evaluation committee of each area will prepare an opinion in which each of the events and participants 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.

5.4. 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.

## 6. Evaluation and awarding criteria.

6.1. The evaluation criteria of the PICE programme are specified in the following variables:

- **PICE-Mobility:**
  - **The profile of the entity or institution making the application.** It will be assessed the relevance, solvency and prestige of the applicant Organisation and the possibilities of international promotion that it offers to the Spanish creator.
  - **The profile of the artistic proposal: candidate or participant.** It will be evaluated the artistic profile, curriculum and professional background of the creator or group.
  - **The profile of the event or activity project.** It will be assessed the artistic quality of the

proposal as a whole and the specific Spanish proposal, the commitment to innovation, creativity, uniqueness and/or recovery of tangible and intangible cultural Spanish heritage. The project should be about sustainability, climate action, reducing inequalities or gender equality.

- **The formal coherence and economic efficiency of the proposal.** It will be evaluated the consistency, quality, rigour, organisation, and completeness of the information provided in the proposal sent to achieve 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.
- **PICE-Visitors:**
  - **The profile of the entity/institution and event making the application.** It will be evaluated the relevance, solvency, prestige, and international promotion of the applicant organisation and/or event prioritising projects that facilitate the encounter between international programmers and national creators, preferably emerging or little consolidated in the international sphere. Likewise, priority will be given to entities and events offering diverse and quality programming, and those betting for professionals from diverse geographical scopes.
  - **International visitor.** It will be assessed the profile, his/her capacity to programme in his/her country of origin and the prestige of the entity or institution he/she represents.
  - **The formal coherence and economic efficiency of the proposal.** It will be evaluated the consistency, quality, rigour, organisation, and completeness of the information provided in the proposal sent to achieve the excellence of the Visitors Programme. Likewise, the economic efficiency of each proposal will be taken into consideration, with attention being given to the suitability of the budget requested for its advancement.
- **PICE-Residencies:**
  - **The profile of the entity or institution making the application.** The solvency and prestige of the applicant organisation will be assessed, as well as its commitment to innovation and uniqueness.
  - **Scope of the programme with regard to technical performance, training aspects and creative and/or research practice.** The training programme, the specialization in a creative area with a limited offer of residencies, the profile of teachers, facilities for workshops or workplaces, the materials and equipment available to the residents, etc., will be examined.
  - **Practices that are committed to environmental and economic sustainability and promoting social inclusion and gender equality.** The respect for the criteria established in the 2030 agenda relating to gender equality, the reduction of social inequalities, sustainability and climate action will be assessed.
  - **Applicant or group profile, as well as a letter of motivation and proposal for the project to be developed during the residency.** The candidate's curriculum vitae will be assessed, as well as the project submitted for development during their stay and the information given in their motivation letter, especially the reasons that have led them to be interested in that particular residency and the objectives that they hope to achieve in their professional and creative development during their stay.
  - **The formal coherence and economic efficiency of the proposal.** It will be evaluated the consistency, quality, rigour, organisation, and completeness of the information provided in the proposal sent. Likewise, the economic efficiency of each Residency programme will be taken into consideration, with attention being given to the suitability of the budget requested for its advancement.

Each call for the Programme may expand on, and/or specify the scope and 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.

6.2. 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.

## **7. Evaluation of applications and selection of proposals**

7.1. The PICE calls 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.

7.2. At the close of each call, or at the partial close of the annual calls, the Evaluation Committee, after verifying the formal requirements, will conduct a first assessment of the applications submitted, scoring them individually. 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. Subsequently, the committee will meet in the days after the close to submit a proposal to the AC/E Programming Management who in turn will submit a justified proposal to the AC/E Presidency to issue an award decision.

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

7.4. The criteria that will be taken into consideration to evaluate the applications in each call will comply with the provisions in point 6 of these conditions.

7.5. 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.

7.6. Likewise, each call will define its resolution, awarding, reclamation, and amendment deadlines.

## **8. Obligations of the awardees**

8.1. The awardees undertake to accept the content of these conditions and comply with the obligations derived from them. Furthermore, they shall be responsible for the veracity of the data and documentation included in their application and those provided once the financial support has been awarded.

8.2. At PICE-Mobility and PICE-Visitors modalities, AC/E will not assume medical expenses that may be generated during the stay of the Spanish participant or international visitor in the country where the event takes place. To this end, the recipient organisation must facilitate medical insurance to cover the sanitary assistance during the participant's stay.

Furthermore, in PICE-Residencies, it is a requirement that each resident supported through the PICE Residency has medical insurance covering the entire duration of their stay in order to receive the approved allowance. In the case of stays within Spain or EU countries that have a common European health card, the applicants must prove that the resident is covered by the public health system or by a medical insurance.

To this end, if the allowance is awarded, the awardee must submit a copy of the private policy or of the Spanish or European health card or a certificate signed by the legal representative of the applicant entity endorsing the resident is in possession of medical coverage, public or private, before the start of the residency. The submission of this documents can be sent to the email addresses indicated at the end of this document.

For residencies outside of Spain and out of the countries with European health card coverage, it will be compulsory to take out health insurance to cover their entire stay. Therefore, the amount provided for such insurance must be included in the budget submitted in the application.

If the allowance is awarded, the awardee must submit a copy of the policy covering the resident before the start of the residency, regardless of whether the financial benefit has been requested for this concept or not. The submission of this document is essential for the provision to become effective and can be sent to the email addresses indicated at the end of this document.

8.3. The applicant must know the scope and purpose of each modality of the Programme and undertakes not to submit the same application to more than one modality simultaneously. If this happens, the applications can be rejected at any phase of the call, even if an allowance has been already awarded.

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

8.5. 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.

In the event of changes to approved projects and creators, these will be governed by the internal procedure drawn up for this purpose by AC/E and which regulates the types of changes accepted and the procedure for their approval.

In accordance with this procedure, only the following types of changes will be accepted:

1. Cancellation of approved participants
2. Replacement of approved participants
3. Changes to event dates
4. Alterations in the title, venues and participating entities
5. Changes in items of expenditure
6. Only for PICE-Mobility and PICE-Visitors, alterations in the maximums allowed for the concept of **Accommodation** in accordance with the assumptions detailed in point 4.1. of this document.

Changes in the applicant entity or the possibility of increasing the number of approved participants will not be accepted.

As a general rule, the **awardees must inform/apply for approval of the change using the following links:**

- [PICE-Mobility](#)
- [PICE-Visitors](#)
- [PICE-National Residencies](#)

Changes affecting PICE-International Residencies applications can be informed using the email addresses at the end of this document.

In cases 2, 5 and 6 these changes must be communicated prior to the commencement of the event. For the remainder, communication should preferably be prior to commencement of the event, although it is not compulsory.

In the case of such changes occurring, these must be justified by the applicant. If the information provided is not sufficient to formalise the change, AC/E will request the information required in order to process the change.

Acceptance of such changes will require the approval of at least one of the members of the Evaluation Committee and/or the functional response of each area. Once the decision has been

made, AC/E will confirm with the awardee as soon as possible in writing the decision to maintain or change the allowance awarded in light of the proposed change. Under no circumstances will AC/E accept expenses generated by participants that have not been previously approved.

8.6. The applicant undertakes to obtain in writing from each of the 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.

8.7. 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.

8.8. Only for PICE-Residency, if during the residency work has been carried out on the production of any projects, this work must include the AC/E logo or the following statement in its credits or in the dissemination material linked to it: "The production of this work has been supported by Acción Cultural Española, AC/E".

8.9. For the appropriate communication and dissemination of the activity once the allowance 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](mailto: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 AC/E website, social networks or newsletters.

Contact: Raquel Mesa

Email: [raquel.mesa@accioncultural.es](mailto:raquel.mesa@accioncultural.es)

8.10. 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 allowances 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.

## **9. Financial allocation, invoicing, and payment procedure**

9.1. Each modality of the Programme will have a global budget allocated to this modality 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.

9.2. 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.

9.3. 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 or grant. The awardee provides AC/E with services of managing the artist, creator, resident or visitor’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 allowances 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.

9.4. The invoice and payment procedure to which awardees are obliged can be consulted in the document *Procedure for the justification, invoice, and payment* available at AC/E’s website through the following link: [invoicing procedure](#).

## 10. PICE Programme Evaluation

10.1. Each of the calls for the PICE 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 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 Programme.

10.2. The evaluation must make it possible to identify the lines of action and events that contribute to efficiently fulfilling the purposes of the 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.

10.3. 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 point 2 of this document.

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

## 11. Data protection

11.1. 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. In



addition, awardee organisations may provide personal data of third-party beneficiaries, in which case they must have a legal basis for the communication of such personal data to AC/E. In this regard, the awardee organisation shall indemnify AC/E from any liability that may be attributed to it as a result of the unlawful processing of personal data in its communication to AC/E. 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.

11.2. 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.

11.3. 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.

11.4. 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.

11.5. 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.

## **12. Spanish jurisdiction**

12.1. These terms and conditions will be governed by the laws of Spain. Any interpretation, conflict, or disagreements controversies that may arise will be subjected to Spanish courts.

## **13. Contact addresses**

13.1. The applicant entities and institutions may obtain additional or complementary information and clarify any queries at the following email addresses:

Thematic areas:

- Architecture & Design / Visual Arts: [artesvisuales@accioncultural.es](mailto:artesvisuales@accioncultural.es)
- Film: [cine@accioncultural.es](mailto:cine@accioncultural.es)
- Dance & circus / Theatre: [artescenicas@accioncultural.es](mailto:artescenicas@accioncultural.es)
- Literature & Book: [literatura@accioncultural.es](mailto:literatura@accioncultural.es)
- Music: [musica@accioncultural.es](mailto:musica@accioncultural.es)
- Residencies: [residencias@accioncultural.es](mailto:residencias@accioncultural.es)

Doubts about the scope and content of the call and the system: [convocatoriaspice@accioncultural.es](mailto:convocatoriaspice@accioncultural.es)

**Submitting justification documents and doubts about the justification of allowances:**

- PICE-Mobility: [picemovilidad.documentacion@accioncultural.es](mailto:picemovilidad.documentacion@accioncultural.es)
- PICE-Visitors: [picevisitantes.documentacion@accioncultural.es](mailto:picevisitantes.documentacion@accioncultural.es)
- PICE-Residencies: [residencias@accioncultural.es](mailto:residencias@accioncultural.es) o [convocatoriaspice@accioncultural.es](mailto:convocatoriaspice@accioncultural.es)