

FAQs about PICE Mobility¹

Who can apply for a grant?

Applicants must be **foreign cultural organisations or institutions**, *legal and tax incorporated in its country of residence and able to issue commercial invoices*, public or private, that wish to feature participants from Spain's creative and culture sector (Spanish or Spanish-resident) in programmes, projects or cultural activities in their respective countries.

How do I apply for a grant?

Applications must be submitted by the organisation or institution through the **PICE computer application** which is accessible from www.accioncultural.es only during the period of the public call for applications (twice yearly). To access this application, **applicants must identify themselves** as registered users (by entering user/login and password).

What are the dates to remember?

MOBILITY (Performing Arts, Visual Arts, Literature and Music)					
Announcement of call for applications	Closing date for submission of applications	Decision and publication of provisional list of beneficiaries	Period of acceptance by beneficiaries	Publication of final list of beneficiaries	Period in which the activity must be carried out
1st March 2018	31st March 2018	20th April 2018	From 21st to 29th April 2018	30th April 2018	From 1st July to 31st December 2018
1st September 2018	30th September 2018	19th October 2018	From 20th to 29th October 2018	31st October 2018	From 1st January to 30th June 2019
MOBILITY (Film and documentary)					
Announcement of call for applications	Closing date for submission of applications	Decision and publication of provisional list of beneficiaries	Period of acceptance by beneficiaries	Publication of final list of beneficiaries	Period in which the activity must be carried out
1st March 2018	31st March 2018	20th April 2018	From 21st to 29th April 2018	30th April 2018	From 1st May to 30th September 2018
1st August 2018	31st August 2018	20th September 2018	From 21st to 27th September 2018	28th September 2018	From 1st October 2018 to 30th April 2019

What is the maximum sum awarded?

The maximum amount AC/E awards to each project is fifteen thousand euros (**€15,000**) and the applicant must undertake to fund at least 50% of the cost of the proposed activity for which the grant is requested.

¹ For further information, please, read the call conditions

To what items can the grant be allocated?

Grants can be allocated to the following **items** relating to Spanish participation in the event for which the grant is awarded:

	PERFORMING ARTS	VISUAL ARTS	FILM & DOCUMENTARY	LITERATURE & BOOKS	MUSIC
Travel expenses	X	X	X	X	X
Accommodation expenses	X	X	X	X	X
Per diem expenses	X	X		X	X
Internal travelling (taxi, petrol...)	X	X		X	X
Logistics (material transporting, instruments tuning, equipment rental...)	X	X		X	
Insurance		X		X	
Publication	X	X			
Translation	X	X		X	
Dissemination				X	
Production expenses	X	X			
Copyright			X		
Movie theatre rental			X		

What factors are taken into account to award a grant?

Regarding the **profile of the applicant organisation or institution**:

- it is a foreign organisation or institution, public or private, that is culturally significant in its country of origin or internationally reputed;
- the foreign organisation or institution has sufficient means and capabilities to carry out the proposed activities for which the grants are requested and to guarantee compliance with the conditions that regulate them.

Regarding the **profile of the activity project**:

- the activity is part of a general project that is feasible and has continuity;
- it is preferably an activity originating from an activity project previously approved under the Visitors category of the PICE;
- the project helps consolidate the presence of the Spanish professional or creator on the international scene;
- it is preferably a project that does not receive any other kind of Spanish funding for the same items.

How are the grants paid?

Payment of the mobility grants is made by AC/E **only after the project has been completed**. Once the activity has been performed, in order for the grants to be paid, beneficiaries must send by e-mail to AC/E proof of completion of the activity and of how the funds have been used (scanned documents), namely:

- **Invoice for the amount of the grant or of the justified expenses**
- A **Financial report** specifying the expenses covered by the grant. These expenses must be directly related to the activity for which the grant is awarded, not general expenses of the beneficiary institution. It must include:
 - A classified list of expenses and date of payment specifying the supplier, the concept as well as the total amount of each of the expenses.
- **Copy of invoices** accounting for the total amount of the grant
- An **Activity Report**
- Three **high resolution digital photographs** of the activity and the Spanish participants

Following completion of the project, only when the beneficiary has submitted the abovementioned documentation and the latter has been examined and approved by AC/E's Department of Programmes and Financial Department will AC/E pay the sum awarded to the beneficiary, by bank transfer in a single payment within a **maximum period of thirty (30) days** from the abovementioned examination and approval, upon submission of the related invoices.

What are the main obligations of the beneficiaries?

- Beneficiaries must **expressly accept** the grant awarded, through the computer application, within the established period ([see chart](#)) following the publication of the provisional list of awardees on AC/E's website. By doing so, they expressly agree to the conditions governing the calls for applications for these grants.
- The activities proposed by beneficiary organisations for the AC/E grants awarded must be completed within the **maximum period** established by AC/E for each of the calls and areas ([see chart](#)).
- Foreign beneficiary organisations and the Spanish participants taking part in the activity for which these grants are awarded will be available to **respond to a quality survey** that AC/E conducts regularly after each call for applications in order to improve its functioning.
- **At least fifteen (15) days before the start of the activity** the beneficiary organisation undertakes to **display the collaboration of AC/E in all kinds of media and digital dissemination** relating to the project for which the grant is awarded, using appropriate texts and logos, and likewise informing AC/E's press and web departments of their media plans.
- Moreover, the beneficiary undertakes to obtain written consent from each of the Spanish

artists, professionals or creators participating in the project for which AC/E has awarded a grant, as holders of their **personal details**, that by supplying these details they **authorise AC/E** to use them for the purpose of managing this Programme, as well as for directly coordinating with them actions aimed at disseminating the project and exchanging resources with a view to establishing future working networks and collaboration.

The beneficiary also undertakes to communicate to the approved candidates that the information provided in the application form may be used by AC/E to feed its website and social networks. If the applicant has not completed all the required information, AC/E may use what it considers more appropriate. Both, the beneficiary and the candidates, will be able to contact AC/E to update and/or modify the information provided in the application form.