

## FAQS ABOUT PICE VISITORS

### Who can apply for a grant?

Grants are awarded exclusively to **Spanish cultural organizations or institutions** in the areas of Visual Arts (including Architecture and Design); Film and Documentary; Literature and Books; Music; and Performing Arts (including dance), which act as **host organizations to international visitors** (cultural influencers, professionals and programmers, managers of cultural organizations or institutions of interest, etc.) and **organize an event with resonance, preferably across the whole of Spain**, that brings together sector professionals or features activities that include contact with professionals, artists or creators from the cultural area in question.

### How do I apply for a grant?

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

Preference will be given to applications proposing visitors for whom PICE/VISITORS grants have not been awarded in the three previous calls.

### What are the dates to remember?

Applications for grants can be submitted **twice yearly**: from 00:00 (GMT+1) on 1 January of the current year to 24:00 on 31 January of the same year and from 00:00 (GMT+1) on 1 May of the current year to 24:00 (GMT+1) on 31 May of the same year.

2017 CALENDAR					
Announcement of call for applications each year	Closing date for submission of applications	Decision and publication of provisional list of beneficiaries	Period of acceptance by beneficiaries	Publication of final list of beneficiaries	Period in which the activity must be carried out
1 January 2017	31 January 2017	28 February 2017	1 to 10 March 2017	15 March 2017	From 1 April to 31 July 2017
1 May 2017	31 May 2017	30 June 2017	1 to 10 July 2017	14 July 2017	From 1 August 2017 to 31 March 2018

*2018 PROVISIONAL CALENDAR					
Announcement of call for applications each year	Closing date for submission of applications	Decision and publication of provisional list of beneficiaries	Period of acceptance by beneficiaries	Publication of final list of beneficiaries	Period in which the activity must be carried out
1 January 2018	31 January 2018	28 February 2018	1 to 10 March 2018	15 March 2018	From 1 April to 31 July 2018
1 May 2018	31 May 2018	29 June 2018	30 June to 10 July 2018	13 July 2018	From 1 August 2018 to 31 March 2019

### To what items can the grant be allocated?

The funds awarded for approved visits can be allocated to the following items related to the visits:

	PERFORMING ARTS	VISUAL ARTS	LITERATURE AND BOOKS	MUSIC	FILM AND DOCUMENTARY
Travel expenses	X	X	X	X	X
Accommodation expenses	X	X	X	X	X
Subsistence expenses	X	X	X	X	
Internal travelling (taxi, petrol...)	X	X	X	X	
Expenses arising from copyright					X
Expenses arising from movie theatre rental					X
Translation					X
Dissemination			X		
Others			X		

### How are the grants paid?

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

- A **Financial Report** containing:
  - A classified list of expenses charged to the grant and date of payment.
  - Invoices or documents providing valid proof of these expenses ([click here to go to invoicing requirements](#))
  - In the event that the beneficiary institution has allocated an amount for subsistence expenses, these shall only be justifiable by a receipt signed by the foreign visitor. The daily amount shall not exceed the limit determined for GRUPO 2 by the following Resolution ([See Resolution](#))

published on B.O.E. (Spanish Official Gazette 03/12/2005) regarding reimbursement of subsistence expenses in Spain

- Regarding travelling expenses, economy class tickets will be preferred
- For overnight stays, three or four star hotels will be preferably chosen
  
- An **Activity Report** including:
  - Technical specifications of the visit.
  - Programme of the visit carried out.
  - Digital photographs of the activity and the visitors.
  - Summary of conclusions on the visit as well as its media and/or public impact.
  
- Three high resolution digital photographs of the activity and the visitors

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?**

- Beneficiary Spanish host organizations 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 abide by the conditions governing calls for applications for these grants.
- The activities proposed by beneficiary organizations for the AC/E grants awarded must be completed within the **maximum period** indicated ([see chart](#)) for each of the two yearly calls.
- The beneficiary Spanish host organization and the international visitors they invite through these grants 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 organization 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.

#### **\*DOCUMENTS REQUIRED FOR PAYMENT**

**Payment of the grant will be made following completion of the activity and upon submission of the following documents:**

- **Invoice for the amount of the grant or of the justified expenses**, which must include the details of the issuer and recipient.
  - Details of the recipient

Sociedad Mercantil Estatal de Acción Cultural S.A.  
C/José Abascal, 4-4ª planta  
28003 Madrid  
NIF and Intracommunity VAT number: ESA 81553521 A
  - Details of the issuer

**Organizations resident in the European Union for tax purposes.** Invoices must include the **intracommunity VAT number** of the issuing organization or justification that it is not under obligation to have one, as well as its name or business name and address. Invoices must contain the issuer's full bank details and IBAN number.
- **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.
- **Copy of invoices** accounting for the total amount of the grant
- In the event that the beneficiary institution has allocated an amount for **subsistence expenses**, these shall only be justifiable by a receipt signed by the foreign visitor. The daily amount shall not exceed the limit determined for GRUPO 2 by the following Resolution ([See Resolution](#)) published on B.O.E. (Spanish Official Gazette 03/12/2005) regarding reimbursement of subsistence expenses in Spain.
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