



# THIRD CALL for APPLICATIONS

14 August 2019

## 1. For whom?

This Call for Applications is for artists and culture professionals (individuals or groups of up to 5 people) aged 18+, active in the fields of performing arts and visual arts, of all educational qualifications and levels of experience, legally residing in a Creative Europe country.

Visual arts: *Crafts – Design – Digital arts – Fashion – Fine arts – Graphic arts – Photography*

Performing arts: *Circus – Dance – Opera – Performance – Puppetry – Street Art – Theatre (not music)*

Creative Europe **countries**: Albania, Armenia, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo\*, Latvia, Lithuania, Luxembourg, Malta, Moldova, Montenegro, The Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Tunisia, Ukraine and the United Kingdom. As well as their **overseas countries and territories**: Greenland, New Caledonia and Dependencies, French Polynesia, French Southern and Antarctic Territories, Wallis and Futuna Islands, Saint Pierre and Miquelon, Saint-Barthélemy, Aruba, Netherlands Antilles (Bonaire, Curaçao, Saba, Sint Eustatius, Sint Maarten), Anguilla, Cayman Islands, Falkland Islands, South Georgia and the South Sandwich Islands,Montserrat, Pitcairn, Saint Helena and Dependencies, British Antarctic Territory, British Indian Ocean Territory, Turks and Caicos Islands, British Virgin Islands, Bermuda.

\*This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICI Opinion on the Kosovo declaration of independence.

## 2. For what?

i-Portunus provides financial support to help fund the cost of travel (transportation, accommodation etc.) to a trans-national Creative Europe country (or several of them).

- The mobility must be between 15 and 60 days in length, and must take place between 11 October and 31 December 2019.
- The mobility must focus on one project.

### Timetable

Call for Applications:	14 August 2019
Submission deadline:	5 September 2019 (14:00 Brussels time)
Notification of Results:	26 September 2019
Earliest departure date:	11 October 2019
Latest return date:	31 December 2019

- It can be continuous, or segmented:
  - A **continuous** mobility means that you have one round-trip travel, to one or several destinations.
  - A **segmented** mobility means that you will travel several times, to one or several destinations. Each trip must last a minimum of 5 days, and the total number of days still has to be between 15 and 60.

The **main objective** of your mobility must be one of the following:

- ✓ **International collaborations:** *For example, you are working on a cultural production, such as an exhibition, a performance, a theatre piece, with an international partner.*
- ✓ **Production-oriented residencies:** *For example, the result of your mobility will be a public presentation of a newly created body of work - an exhibition, a performance, a publication, etc.*
- ✓ **Professional development:** *For example, you will take part in auditions, network meetings, showcases, workshops, master classes, and other types of training outside of formal education.*

#### *Financial support: how much?*

The level of support depends on the length of your mobility:

15 to 29 days	1500 euros
30 to 60 days:	2400 euros

Additional mobility support can be provided to artists & culture professionals living with a disability. In this case, the artist/culture professional should self-declare their access needs (for example Sign Language interpreter, personal assistant, lip-reader, etc). i-Portunus will ask for receipts for these additional costs.

**Note:** For previous calls, 10% of applicants were successful. We expect this last call to be even more competitive than the previous ones.

#### *What should the money be spent on?*

i-Portunus mobility support is intended to help you cover the expenses for your personal mobility: transport, accommodation, etc.

The mobility support is not meant to cover the cost of transporting goods, art works or material.

### **3. How to apply**

#### *What is expected of you*

To apply, you should organise a project with a host institution or partner. You are free to choose any host organisation as long as it is a professional institution, and located in a trans-national Creative Europe country (or in several other countries), meaning another country than where you reside.

In your application, you will need to:

- describe the project and its main objective,
- explain how the mobility project will allow you to achieve the stated objective,
- provide documents showing that you have made plans with a partner or host institution(s), and that it is/they are committed to your project.

Your application should clearly illustrate how this mobility will affect your professional development or career path (creation, training, collaborations, career or job perspectives, networking, etc.).

### *Admissibility requirements: information to be provided*

To apply, you should create an account and complete an application form *in English* on: [my.i-portunus.eu](http://my.i-portunus.eu) before the deadline indicated in the ‘Timetable’ box (see above). After this deadline (5 September 2019 at 14:00 Brussels time), you will not be able to modify your application.

You will be asked to provide the following types of information:

- Personal details
- Education
- Work experience
- Details of your planned mobility (dates, destination(s), method of transport)
- Information on your project (description, need for mobility, preparation, impact)
- Feedback on the application process

As well as the following documents (in PDF format):

- A 1-page CV (max 10 MB)
- A portfolio (max 10 pages, max 10 MB)
- Relevant documents supporting your mobility plan, for example: official invitation letters, meeting confirmations, co-production agreements etc. (max 5 pages, max 10 MB) Please note we don't accept screenshots of online conversations or informal email correspondence.
- A signed Declaration on Honour, confirming your eligibility and stating that you do not fall within the Exclusion Criteria (see Point 6 below, max 10 MB).

### *For group applications*

We define “a group” as a fixed number of people (up to 5) having the same coherent mobility project. People from the group can come from and return to different countries, but the mobility project requires the group to travel to the same country of destination, arriving and leaving on the same dates: the mobility must focus on **one single group project**. If one (or several) person(s) from this group will not undertake a trans-national mobility this person will not receive the mobility support: i-Portunus supports individual artists and culture professionals who undertake a trans-national mobility.

For group applications, one person should submit an application for the entire group, including the name, nationality, date of birth and country of residence of the other group members in the Application Form. The requested CV should reflect the group, idem for the artistic portfolio and the recent work experience. We request only 1 CV per group and 1 artistic portfolio.



**IMPORTANT!** The “Send my application” button will only become visible once you have completed all ten sections of your application form: if you don't see the button, go through your application and complete the missing parts. You will receive an e-mail confirming that your application has been successfully submitted.

## **4. Selection criteria: how your application will be evaluated**

All applications will be independently evaluated by two experts specialised in the sector.

*We will work with experts specialised in different regions and sectors. For the sake of neutrality, we will only publish their names at the end of this pilot project.*

The evaluators will assess the following aspects of your application:

- **Relevance:** extent to which the mobility will assist you in achieving the outcomes (20 points)
- **Preparation:** extent to which the project and mobility have been well prepared (20 points)
- **Outcomes:** what you aim to achieve as a result of your mobility (10 points)

Each evaluator will assign a score to your application, your final ‘score’ will be an average of the two scores.

You will be informed by e-mail about the results of the selection process.

Selected applicants will be contacted within 3-4 weeks of the deadline of the call. The others will receive an email saying they are not selected. Due to the number of applications, the i-Portunus team will not motivate the decision, which will be final.

## ***5. Eligibility criteria: What are the conditions?***

Failure to comply with the requirements set out below will lead to the rejection of your application.

- Applications must be submitted in English, using the on-line i-Portunus application form, by the deadline, as indicated in Point 3 and in the Timetable above.
- Applications must include all of the information requested in the application form, including annexed documents, as summarised in Point 3.
- Applicants must be artists or culture professionals (individuals or groups of up to 5 people) active in the fields of the visual or performing arts, at least 18 years old, and legal residents of a Creative Europe country. Applicants and groups of applicants must be individuals, *not* legal entities.
- The destination of the mobility must be a trans-national Creative Europe country (or several of them), and not the country of residence of the artist.
- The departure date must be on or after 11 October 2019; the return date on or before 31 December 2019. The total length of the mobility must be between 15 and 60 days (including travel days) and can take place either in one or several travels (each of a minimum of 5 days and with a total minimum of 15 days). The segmented mobility will be calculated according to the total number of days.
- The Applicant has not previously received i-Portunus mobility support.

### ***For group applications***

- If you intend that group members have different durations of the mobility, or travel to different destinations, then the group is not eligible and it’s better to apply individually.
- Group members who are staying within their country of residence will not receive mobility support, however members of the group who do travel to another country will of course receive mobility support.
- The group cannot be a “company” or a “legal entity”, since i-Portunus is designed for individual artists.
- Your entire group should be hosted by a partner organisation: a member of your group cannot act as a host organisation.
- If any member of your group has previously received i-Portunus mobility support, your application will be rejected.

## **6. Exclusion criteria**

### *Consortium partners*

Mobility support cannot be awarded for projects implemented in cooperation with any of the Consortium partners, i.e.:

- Goethe-Institut
- Institut français (Paris office – other *Instituts français* are allowed)
- Izolyatsia
- Nida Art Colony of Vilnius Academy of Arts

### *The Consortium staff*

Staff members of organisations involved in the preparation of the 2019 i-Portunus pilot programme are not eligible for support:

- Creative Europe Programme staff
- Goethe-Institut staff
- Institut français (Paris) staff
- Izolyatsia staff
- Nida Art Colony of Vilnius Academy of Arts staff

## **7. Procedure: if you are selected**

### *Contract and initial payment of mobility support*

- You will receive a contract, which you will be requested to sign and upload to your i-Portunus account within two weeks of the notification of results (i.e. by October 10).
- You will also be asked to provide your bank account information (with BIC and IBAN code).
- After receipt of your contract and bank information, 75% of the mobility support will be transferred to your bank account.

The mobility support will be transferred to your bank account: not to the account of a partner organisation or of your host. Any bank fees will be charged to the recipient (i.e., the banks will deduct any fees from the amount we will have transferred to your account).

### *Activity report and final payment of mobility support*

Since i-Portunus is a pilot mobility project, you will be requested to provide feedback on the programme through a light and easy activity report, within 2 weeks of the end of your mobility. This activity report will request the following information:

- Results: Did the result of your mobility match your expectations and how? If not (either because the result exceeded or fell below what you expected), please explain.
- Attachments: Videos, pictures, documents that will give us a better insight in the results of your mobility. Unless otherwise requested, the visual material will be used on the i-Portunus website mentioning the name of the artist/culture professional.
- Proof of your mobility, eg:
  - Electronic boarding pass / train ticket
  - Pictures of the beneficiary during the mobility
  - Activity on social media

Once you have completed and submitted this report to the i-Portunus team ([info@i-portunus.eu](mailto:info@i-portunus.eu)), you will receive the remaining 25% of the mobility support. If the activity report has not been submitted within 6 weeks of the end of the mobility, the remaining 25% will not be paid.

#### *For group mobilities*

For group mobilities, a separate contract will be signed with each member of the group. Each member of the group will receive an equal amount of financial mobility support, paid to his/her own account, except the group member who won't undertake a trans-national mobility.

Only one activity report will have to be completed for the whole group, however each individual will have to submit proof of their mobility:

- Electronic boarding pass/train ticket
- Pictures of the beneficiary during the mobility
- Activity on social media.

 **IMPORTANT!** You will be responsible for paying all taxes due on the mobility support you receive. This may include double taxation. For details, see [https://europa.eu/youreurope/citizens/work/taxes/double-taxation/index\\_en.htm](https://europa.eu/youreurope/citizens/work/taxes/double-taxation/index_en.htm).

#### *Optional additional feedback*

Since i-Portunus is a pilot, it's important to receive your feedback, so that we can use your experience to improve the scheme. Therefore after your mobility, we will ask you to complete a questionnaire evaluating the mobility scheme.

## **8. Publicity**

#### *By you*

Individuals receiving the financial mobility support must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the financial mobility support is used.

In this respect, individuals receiving the financial mobility are required to give prominence to the name and logo of the European Union and of the Creative Europe programme on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the logo and the disclaimer in accordance with the details provided in the Contract mentioned in Point 7 above.

If this requirement is not fully complied with, the beneficiary's financial mobility support may be reduced in accordance with the provisions of the above-mentioned Contract.

In addition to the text and logo relevant to the EU programme, the i-Portunus team will provide beneficiaries with a disclaimer – which they will obligatorily use – stating that the EU is not responsible for the views expressed in the publications and/or in conjunction with the activities for which the mobility support is used.

*By i-Portunus*

All information relating to financial mobility support awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than 30 June of the year following the financial year in which the financial mobility supports were awarded.

i-Portunus will publish the following information:

- name of the beneficiary,
- objective of the financial mobility support,
- amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

## ***9. Financial provisions***

*General principles*

a) Non-retroactivity

No financial mobility support may be awarded retrospectively for actions already completed.

b) Implementation contracts/subcontracting

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the person receiving financial mobility support must retain the documentation for the event of an audit.

## ***10. Data Protection***

The reply to any Call for Applications involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data : <https://eur-lex.europa.eu/legal-content/en/TXT/?uri=CELEX:32018R1725>

Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the Call for Applications will be processed solely for that purpose by the i-Portunus evaluation team. Details concerning the processing of personal data are available on the privacy statement at: [https://ec.europa.eu/info/funding-tenders/rules-public-procurement/data-protection-public-procurement-procedures\\_en](https://ec.europa.eu/info/funding-tenders/rules-public-procurement/data-protection-public-procurement-procedures_en).

## ***11. For further information***

Check out the i-Portunus FAQ for more detailed information: <https://www.i-portunus.eu/about-the-programme/faqs/>.

The i-Portunus team is also available to answer questions relating to the content of the present Call for Applications. All questions must be sent by e-mail to [info@i-portunus.eu](mailto:info@i-portunus.eu).



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