



Education, Audiovisual and Culture Executive Agency

Culture Unit

GUIDE FOR APPLICANTS

SUPPORT FOR REFUGEE INTEGRATION PROJECTS

CREATIVE EUROPE (2014-2020)

CROSS-SECTORAL

Disclaimer:

This guide is designed to provide useful, practical information for applicants. It does not replace or take precedence over the official Guidelines.

VERSION: 18/03/2016

Contents

INTRODUCTION	3
1. SOME TIPS ON COMMUNICATION WITH THE AGENCY ARE GIVEN. GENERATING AND COMPLETING THE EFORM.....	3
1.1. Registration in the Participant Portal.....	4
1.2. Generating the electronic application form (eForm)	4
1.3. If you encounter problems	6
1.4. Completing the eForm - trouble-shooting	7
1.4.1. Cover page	7
1.4.2. Part A. Identification of the applicant and if applicable other organisation(s) participating in the project.....	7
1.4.3. Part B. Organisation and activities	8
1.4.4. Part C. Summary of the project	9
2. ATTACHMENTS TO THE EFORM (ALL ATTACHMENT ARE MANDATORY).....	10
2.1. Partnership and Project information	10
2.2. Declaration on honour and mandates	11
2.3. Budget form.....	12
2.4. Submitting the eForm (deadline: 28 April 2016, 12.00 h midday Brussels time)	12
3. DETAILED GUIDANCE ON THE BUDGET FORM	14
3.1. A. General remarks.....	14
4. SECTION 3. COMMUNICATING WITH THE AGENCY	17

INTRODUCTION

This 'Guide for applicants' provides practical guidance on how to apply to the “Support to refugee integration” call for proposals, launched under the Trans-sectoral strand of the Creative Europe Programme. Grant applications for the Culture Sub-programme can only be made through the specifically designed **electronic application form ('the eForm')**.

It presents detailed advice on how to complete the application form and annexes. It **MUST** be read in conjunction with

- the Guidelines for the Call: https://eacea.ec.europa.eu/sites/eacea-site/files/refugees-guidelines_en_2016.pdf This document provides all the rules for establishing projects and submitting applications. It presents the official criteria relating to the projects that can be funded along with deadlines and other essential information for applicants.
- the User Guide for the eForm: https://eacea.ec.europa.eu/sites/eacea-site/files/user_guide_version-1-ccp-2016.pdf. This is a step by step guide to the process of generating and using the electronic application form.
- The Guide for experts, which will explain exactly how applications will be assessed

Please note:

- in order to be able to create the eForm, applicants (i.e. project leader and partners) must first register their organisations in the Education, Audiovisual, Culture, Citizenship and Volunteering **Participant Portal** and receive a **Participant Identification Code (PIC)**. Without this PIC, the eForm cannot be generated.

This Guide for Applicants presents the following information:

- some aspects of the eForm that are specific to this call or for which users sometimes make mistakes, and therefore it supplements the eForm User Guide, but does not replace it.
- the annex in which you need to describe your project and partners
- some guidance on completing the **budget form**.
- some tips on communication with the Agency are given.

GENERATING AND COMPLETING THE eFORM

1.1. Registration in the Participant Portal

Before being able to create a grant application through the eForm, all applicants (i.e. project leader **and** partners) must register their organisation in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal. The Participant Portal is the tool through which all legal and financial information related to the organisations will be managed.

Information on how to register in the Participant Portal can be found at: <http://ec.europa.eu/education/participants/portal>.

The legal entity form and the required annexes must also be uploaded in the portal. You can find the legal entity form - in all official languages - here:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm.

Registration in the portal will result in the creation of a Participant Identification Code (PIC). You will need the PICs of each partner organisation before you can generate your eForm.

Important remarks:

- When registering in the Participant Portal, please be careful that both you and your partners encode the correct 'Registration Date' in the portal. This is **NOT** the date on which the registration in the portal is done, but the **date on which the organisation was legally registered with the national authorities as a legal entity**.
- You only need to create a PIC once. If your organisation already created a PIC in order to apply for a previous call for proposals, the same PIC has to be used.

1.2. Generating the electronic application form (eForm)

Once all partners who will be involved in the project have their PIC, the eForm can be generated by going to the Participant Partnership Management Tool:

<https://eacea.ec.europa.eu/PPMT/>. At this stage you must follow the detailed guidance in the eForm User Guide.

Create a new application by clicking on "Create new application eForm".

IMPORTANT POINTS TO NOTE BEFORE YOU START

PIC numbers
In order for an organisation to be included as a participant in a funding application, it must first have been registered in EACEA's Participant Portal and been allocated a unique Participant Identification Code (PIC). If an organisation does not have a PIC number, it will not be possible to include it in an application. Organisations can obtain their PIC number by registering in EACEA's Participant Portal. Click [here](#) to be directed to the Participant Portal.

Organisation profile
Some actions require a minimum number of participating organisations in order for the application to be considered eligible. Likewise, some actions require there to be representation from specific countries for the application to be considered eligible. Please carefully check if any such rules apply to the funding opportunity you are applying under. If such rules do apply, you must respect those rules when building your list of participating organisations. If you have not respected the rules, you will receive an error message when the application eForm is created and you will have to start the entire process again.

One uninterrupted session
When you proceed with either of the options below, you must complete all of the steps involved in one continuous session. Once you have clicked on one of the buttons, it is not possible to interrupt the activity and resume it at a later time. All the steps mentioned below must be carried out in one go. If you close the browser window in which you are working or if you close the browser entirely, you will lose the data you have entered and will have to start again. Please therefore ensure you have all necessary PIC numbers AND have checked the rules for the organisation profile BEFORE YOU PROCEED.

ECAS authentication
Access to the options below you is authenticated by ECAS, the European Commission's Authentication Service. Applicants must therefore have an ECAS account. If you do not yet have an ECAS account, click [here](#) to be directed to the ECAS website where you can create your account including an ECAS login username and password. After creating your account, please return to this webpage in order to continue with your chosen option.

Create a new application eForm

You will be required to complete the following steps in one session once you have clicked on the button below:

- Select the funding opportunity you are applying under.
- Select the language version of the application eForm.
- Select the organisation(s) participating in your funding application and build your list of participating organisations.
- Create the application eForm.
- Save the application eForm to your local computer or network drive.

[Create new application eForm](#)

Revise your list of participating organisations and incorporate it in your existing application eForm

If you have already created an application eForm but need to update it because of the inclusion of additional organisations or because an organisation's details have changed, please use the button below.

Once you click on the button, you will be required to complete the following steps in one session:

- Upload your existing application eForm.
- Make the necessary revisions to your list of participating organisations.
- Create the updated version of your application eForm bearing your revised list of participating organisations.
- Save the updated application eForm to your local computer or network drive.

[Revise list of participating organisations and update application eForm](#)

Select the Creative Europe Programme

**Executive Agency
Education, Audiovisual & Culture**

Europa > European Commission > EACEA > Home > Funding opportunity

Application for funding: selection of funding opportunity

[Previous step](#)

Select Programme name

- Select Programme name
- ERASMUS MUNDUS
- Programme_For_Testing
- EU AID VOLUNTEERS
- Erasmus+
- EUROPE FOR CITIZENS
- CREATIVE EUROPE

You can filter the different calls under the Culture Sub-programme by clicking on the arrows next to Sub-programme name.

**Executive Agency
Education, Audiovisual & Culture**

Europa > European Commission > EACEA > Home > Funding opportunity

User Guide

Application for funding: selection of funding opportunity

[Previous step](#)

CREATIVE EUROPE

Show 50 entries

Filter search results:

Programme Guide / Call for Proposals	Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
CE Culture Cooperation Projects 2014	CREATIVE EUROPE	CULTURE	Cooperation measures	Category 1 Smaller scale projects	01/06/2013	05/03/2014
CE Culture Cooperation Projects 2014	CREATIVE EUROPE	CULTURE	Cooperation measures	Category 2 Larger scale projects	01/06/2013	05/03/2014
CE Media Development 2014	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Animation	01/06/2013	04/02/2014
CE Media Development 2014	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Creative Documentary	01/06/2013	04/02/2014

Double-click on the the “Support to Refugee Integration” line. Select the language version of the eForm (only English version is available for this call) and click 'Next step'.

Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
3 Select the eForm language version	CULTURE	Cooperation measures	Category 1 Smaller scale projects	01/06/2013	05/03/2014

Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
CE Culture Cooperation Projects 2014	CREATIVE EUROPE	Cooperation measures	Category 1 Smaller scale projects	01/06/2013	05/03/2014
CE Culture Cooperation Projects 2014	CREATIVE EUROPE	Cooperation measures	Category 2 Larger scale projects	01/06/2013	05/03/2014
EACEA/XXX/XXX	CREATIVE EUROPE	Networks	NA	01/10/2013	02/04/2014
EACEA/XXX/XXX	CREATIVE EUROPE	Platforms	NA	01/10/2013	02/04/2014

You must then enter the PIC codes of the partners in the project and identify which organisation will act as applicant organisation (i.e. lead partner). Click on 'Next step' when you have entered the PIC codes of all partners and click on 'Create application eForm'. Your eForm will be generated. Make sure to save it on your computer.

Instructions on how to complete the eForm and which documents to attach can be found in Section 2 of this document.

1.3. If you encounter problems

Please note

- the eForm must be validated and be received by the Agency **before the deadline**. Applications which could not be submitted in time, or are made in any other way than by submitting the eForm online will be automatically rejected. **No exceptions will be made.**
- make sure that you have submitted your eForm **and all mandatory annexes** online, that you have received a submission number and that you have received an e-mail acknowledging receipt of your application. For more information please read the eForm User Guide.
- If you encounter a **technical problem** (e.g. you are not able to create the eForm, the eForm crashes or freezes, you encounter problems during submission, etc.), **contact the EACEA Technical HelpDesk (eacea-helpdesk@ec.europa.eu or +32 229 90705)**. Ensure that you request assistance **before the deadline** has passed. If the problem cannot be solved immediately, the EACEA Technical HelpDesk can – **in exceptional cases** and only when the problem has been notified before the deadline and is linked to technical problems related to the eForm itself – submit the eForm on your behalf. If the EACEA Technical HelpDesk is contacted **after 12:00 midday Brussels time** on the day of the deadline, your application will under no circumstances be accepted due to the **principle of equal treatment of all applicants**.
- When contacting the EACEA Technical HelpDesk by e-mail, clearly describe the technical problem. **It is advisable to attach a document with print screens to illustrate the problem and to join your eForm.**

- Should you encounter problems of a **non-technical nature** (e.g. problems with filling in the budget form, questions concerning the content of the eForm or the rules applicable to the scheme, etc.), please contact, in due time, the **Creative Europe Desk** (http://ec.europa.eu/culture/tools/creative-desks_en.htm) of your country. If they cannot help, or are unavailable, you can write an e-mail to EACEA-CREATIVE-EUROPE-COOPERATIONPROJECTS@ec.europa.eu.
- **Please note that in compliance with the principle of equal treatment of all applicants, neither Commission services nor EACEA staff are authorised to answer questions aimed at helping to develop your application.**

1.4. Completing the eForm - trouble-shooting

This section contains a short guide for problems commonly encountered by applicants using the eForm. All of these issues are covered in more detail in the User Guide for the eForm (https://eacea.ec.europa.eu/sites/eacea-site/files/user_guide_version-1-ccp-2016.pdf). Frequently applicants leave these problems until it is too late and they fail to ensure that the eForm and all annexes are received by the Agency before the strict deadline.

1.4.1. Cover page

Note that the eForm must be completed in one of the official languages of the Union. This choice of language is important – if the application is successful and as all partners will be co-beneficiaries, they have the same rights and obligations as the applicant organisation (lead applicant). As a result the person legally responsible for each partner organisation must sign a mandate stating their agreement to participate in the project as described in the application form and its annexes. Therefore the language used to complete the application form must be a language of communication for the whole partnership – which may not be the mother tongue of the lead applicant.

1.4.2. Part A. Identification of the applicant and if applicable other organisation(s) participating in the project

This part of the eForm must be completed for all organisations participating in the project (project leader and partners). Please note that you need to respect the minimum number of participating organisations and all the other criteria as stipulated in the Guidelines under the section on eligibility criteria.

Parts of this section will be pre-filled with information injected from the Participant Portal. The rest must be completed manually.

1.4.2.1. Question A.2: Important remarks

For **partners**, the name and contact details of the **legal representative** (and not the contact person) should be identified.

the **legal representative** (for all organisations in the partnership) mentioned in the eForm must be **the same person** as the person who signs **the declaration of honour** and who will, in the event of a successful application, also sign **the grant agreement**.

The eForm has been **configured to accept organisations from all countries potentially eligible** to apply for the "Support to refugee integration" call. As lead applicant, it is your responsibility to check that all your partner organisations come from

eligible countries by consulting sections 5.3 and 5.4 of the Guidelines: https://eacea.ec.europa.eu/sites/eacea-site/files/refugees-guidelines_en_2016.pdf

1.4.2.2. Adding or removing organisations after you have generated your eForm

Should you wish to remove or add organisations participating in the project after you have generated your eForm, you must upload the eForm in the Participant Partnership Management Tool (<https://eacea.ec.europa.eu/PPMT/>) and revise the list of partners. All other information already encoded in the eForm will remain untouched. Please consult the eForm User Guide (https://eacea.ec.europa.eu/sites/eacea-site/files/user_guide_version-1-ccp-2016.pdf) for detailed instructions.

IMPORTANT POINTS TO NOTE BEFORE YOU START

PIC numbers
In order for an organisation to be included as a participant in a funding application, it must first have been registered in EACEA's Participant Portal and been allocated a unique Participant Identification Code (PIC). If an organisation does not have a PIC number, it will not be possible to include it in an application. Organisations can obtain their PIC number by registering in EACEA's Participant Portal. Click [here](#) to be directed to the Participant Portal.

Organisation profile
Some actions require a minimum number of participating organisations in order for the application to be considered eligible. Likewise, some actions require there to be representation from specific countries for the application to be considered eligible. Please carefully check if any such rules apply to the funding opportunity you are applying under. If such rules do apply, you must respect those rules when building your list of participating organisations. If you have not respected the rules, you will receive an error message when the application eForm is created and you will have to start the entire process again.

One uninterrupted session
When you proceed with either of the options below, you must complete all of the steps involved in one continuous session. Once you have clicked on one of the buttons, it is not possible to interrupt the activity and resume it at a later time. All the steps mentioned below must be carried out in one go. If you close the browser window in which you are working or if you close the browser entirely, you will lose the data you have entered and will have to start again. Please therefore ensure you have all necessary PIC numbers AND have checked the rules for the organisation profile BEFORE YOU PROCEED.

ECAS authentication
Access to the options below you are authenticated by ECAS, the European Commission's Authentication Service. Applicants must therefore have an ECAS account. If you do not yet have an ECAS account, click [here](#) to be directed to the ECAS website where you can create your account including an ECAS login username and password. After creating your account, please return to this webpage in order to continue with your chosen option.

Create a new application eForm
You will be required to complete the following steps in one session once you have clicked on the button below:

- Select the funding opportunity you are applying under.
- Select the language version of the application eForm.
- Select the organisation(s) participating in your funding application and build your list of participating organisations.
- Create the application eForm.
- Save the application eForm to your local computer or network drive.

Revise your list of participating organisations and incorporate it in your existing application eForm
If you have already created an application eForm but need to update it because of the inclusion of additional organisations or because an organisation's details have changed, please use the button below.
Once you click on the button, you will be required to complete the following steps in one session:

- Upload your existing application eForm.
- Make the necessary revisions to your list of participating organisations.
- Create the updated version of your application eForm bearing your revised list of participating organisations.
- Save the updated application eForm to your local computer or network drive.

Click on 'Browse' and select the eForm that you were working on. Click on 'Upload' and on 'Next step' when you see the list of organisations originally involved in the application. You can now either remove certain organisations, or add new ones by entering their PIC. Finally you have to re-generate your eForm.

1.4.2.3. Change of project leader or partner contact details

Should the project leader's contact details change at any moment during the selection procedure, you must communicate these changes to the Agency immediately by sending an e-mail to: EACEA-REFUGEE-INTEGRATION-PROJECTS@ec.europa.eu. Clearly mention your submission number in the header of the message.

If the organisation data of any organisation involved in your projects (project leader or partner) input in the Participant Portal change, corrections will have to be introduced in the Participant Portal: <https://eacea.ec.europa.eu/PPMT/>)

1.4.3. Part B. Organisation and activities

B.1 Structure

This part of the eForm must be completed by all organisations participating in the project (project leader and partners).

Parts of this section will be pre-filled with information injected from the Participant Portal. The rest must be completed manually.

B.2 Aims and activities of the organisation

This part of the eForm must be filled in for all the partners participating in the project.

Each partner should provide information on its experience (in European and international projects, if applicable). Give a concise but concrete description of each partner's activities. This part of the form will be used to evaluate the operational capacity of each organisation and the partnerships as a whole, in relation to the project for which you are applying

B.3 Other EU grants

3.1 Please only provide information on EU funding received in the last three years. Indicate the EU Programme, the grant agreement number (contract reference number), the organisation which was awarded the grant and the title of the project.

3.2 If you have requested funding from another EU Programme for the **same project** as the one for which you are filling in the current application form, complete this section by indicating the Programme concerned and the amount requested. If your application is selected for funding by the other Programme, you should inform our services by e-mail immediately:

EACEA-REFUGEE-INTEGRATION-PROJECTS@ec.europa.eu

1.4.4. Part C. Summary of the project

C.1 Summary of the project

Select the language in which you will write the project summary. If you select a language other than English, you will also be required to provide a project summary in English.

This summary in English will be used for dissemination purposes if the application is successful. The summary should provide the reader with a clear understanding of the objectives, content, results and intended impact of the project and its relevance to the objectives of the Call. It is always useful to have an English-speaking friend or colleague review this description to be sure it can be understood by someone who has no prior knowledge of the project.

C.2 Summary of the project's budget

First complete the budget form (see Section 3 for instructions). Copy the total amounts of the different budget chapters from the budget form into the eForm.

<p>In case of a discrepancy between the summary of the project's budget in the eForm and the estimated budget attached to the eForm, the figures that will be taken into consideration for the analysis will be those provided in the Excel budget form attached to the eForm.</p>

The distribution of the EU grant between the project leader and the partners must be provided in the eForm as well. Make sure that the figures correspond to the information in the budget form.

C.3 Calendar of the project

The project start date should lie between September and December 2016 . However, an EU grant may be awarded for a project which has already begun if the applicant can demonstrate the need to start the project before the agreement has been signed as explained in the Guidelines.

In case of an early start date, you will have to provide an adequate justification. Note that this justification will be assessed by the Agency and will not be granted automatically. This means that – should you start the project before the signature of the award decision – you do this at your own risk.

2. ATTACHMENTS TO THE eFORM (ALL ATTACHMENT ARE MANDATORY)

2.1. Partnership and Project information

The document should describe in a clear manner the general concept and objectives of the project and provide a substantiated strategy of how the project plans to implement one or more of the specific objectives. It should lay out the activities envisaged and their objectives, the potential impact of the project at European level, the role of the different partners, as well as any other elements deemed appropriate.

This document has been organised to follow the Award Criteria that are presented in Section 8 of the Guidelines. In answering the question in this annex, it is helpful if you imagine that there is someone who knows nothing about your project, is trying to analyse the responses you give against these criteria and the scoring grid.

You must fill in all sections. In order not to make it too heavy, we recommend **limiting the use of pictures** since there is a maximum file size and pictures use more space than text. If the document exceeds the maximum file size you will need to reduce it before being able to submit your eForm.

If your project is selected, the "Partnership and Project Information" document of the project will be annexed as an integral part to the grant agreement.

Part A of the template is an overview of the partners' operational capacity and direct involvement in the project. It will be also used, along with the information in the eForm, to address the part of "Relevance" that relates to the partnership.

Each section of this part of the document must be filled in for all the partners participating in the project.

Part.B of the template requests a copy of the text of the cooperation agreement.

The cooperation agreement should clearly describe the tasks and roles to be carried out by each partner, as well their financial contribution as well as the part of the grant they would manage. There is **no template** provided for this document as the modalities governing the cooperation are to be decided by the project partners, but to give an idea, the cooperation agreement could contain the following information:

- a clear description of the objectives of the project,

- a clear description of the activities which will be implemented in order to achieve these objectives,
- a clear description of the role and obligations of the project leader and each partner in the design and implementation of the project, including the tasks assigned to each partner,
- a clear description of the budgetary and financial framework including the amounts of financial contributions, and pre-financing amounts,
- legal aspects such as duration of the agreement, liability, breach of contract, termination of agreement, governing law and dispute resolution.

The cooperation agreement must be coherent with the detailed project description.

It is advisable for the duration of the cooperation agreement to include as well the period needed to report to the Agency. As the final report of the project must be submitted within 2 months after the end of the eligibility period, we suggest extending the duration of the cooperation agreement with about 6 months after the end date of the project.

It is recommended to sign a multilateral cooperation agreement (between the project leader and all the partners together) rather than multiple bilateral agreements (between the project leader and each of the partners separately).

The signed version of the cooperation agreement will be asked in case of selection of your project for a Grant.

Part C. of the template is a Detailed description of the Project. You must fill in all sections. Please note, the questions have been organised according to the parts of the Award Criteria that they address. You are strongly advised to refer to these Award Criteria and ensure that your answers will allow the experts who will evaluate your application, to find the information that they need – and where they expect it.

Part D. of the template request a detail Work programme.

Please provide a detailed work programme for the entire duration of the project. Make one entry per activity. Do not group activities unless there really is no other possibility. Experts will evaluate your capacity to plan and successfully achieve your objectives based on the work programme.

You are required to provide a brief description of each activity (cultural activity, meeting, workshop, conferences, residency, etc.), as well as a start and end date, the country and place where the activity will take place, and the name of the partner(s) responsible for the activity.

Make sure that the information provided in the work programme is coherent with the detailed description of the project and the budget form.

Part E. of the template provides some data on the project that will be used for statistical purposes.

2.2. Declaration on honour and mandates

This attachment must be a combined scan of the completed and signed declaration on honour and mandates for all partners.

- *Declaration on honour* (only to be provided for project leader)

The amount of the EU grant requested must be filled in, and the document must be signed by the legal representative of the project leader.

- *Mandates* (one per partner involved in the project)

The documents must be signed each by the legal representative of the project leader and the legal representative of the partner.

By signing the mandate letter, each partner grants the project leader power of attorney to act in their name and for their account during the implementation of the action

The **amount to be mentioned** in the mandate is the amount of **self-financing** that the partner organisation will invest in the project.

The template documents to be used can be found on the Agency's website: "Declaration on Honour" : https://eacea.ec.europa.eu/sites/eacea-site/files/declaration-on-honour_en_0.docx

Mandate letters : https://eacea.ec.europa.eu/sites/eacea-site/files/mandate_en_final.doc

Carefully check that your scan includes the declaration on honour and ALL the mandates.

2.3. Budget form

There is a precise template to be used for your project budget that has been published on the Agency's website under the "Annexes" tab https://eacea.ec.europa.eu/creative-europe/funding/creative-europe-cross-sectoral-refugee-integration-projects-2016_en

Although the budget form is detailed in printed out, it has been designed to help you and your partner organisations to think through all possible costs, and ensures a coherent presentation so that the evaluation takes into account the same issues for all applications submitted.

More detailed guidance on completing each of the sheets in the budget table is provided in Section 3 below.

The budget form should be completed for each partner first and then you will be able to establish the composite budget. Once completed it can be attached directly to the eForm (in xls, xlsx or ods version)..

If your project is selected, the eligible estimated budget will be annexed as an integral part to the grant agreement.

2.4. Submitting the eForm (deadline: 28 April 2016, 12.00 h midday Brussels time)

Once your eForm is complete and all mandatory documents have been attached, you must submit it. You will receive an e-mail from the Agency, acknowledging receipt of your electronic application.

Please note

- The eForm must be validated and submitted **before the deadline**. Applications must be received by the Agency on or before the deadline of 12 noon on 28/04/2016.
- Any applications that could not be submitted in time, or are made in any other way than through the eForm will be automatically rejected. **No exceptions will be made.**
- Make sure that you have officially submitted your eForm, that you have received a submission number and that you have received an e-mail acknowledging receipt of your application.
- For more information please read the eForm User Guide.
- In case of a **technical problem** (e.g. you are not able to create the eForm, the eForm crashes or freezes, you encounter problems during submission, etc.), **contact the EACEA Technical HelpDesk (eacea-helpdesk@ec.europa.eu or +32 229 90705)**. In the approach of the deadline, please ensure that you request assistance **before the deadline** has passed.
- If the problem cannot be solved immediately, the EACEA Technical HelpDesk can – **in exceptional cases** and only when the problem has been notified before the deadline and is linked to technical problems related to the eForm itself – submit the eForm on your behalf. If the EACEA Technical HelpDesk is contacted **after 12:00 midday Brussels time** on the day of the deadline, your application will under no circumstances be accepted due to the **principle of equal treatment of all applicants**.
- When contacting the EACEA Technical HelpDesk by e-mail, clearly describe the technical problem. **It is advisable to attach a document with print screens to illustrate the problem and to join your eForm.**

3. DETAILED GUIDANCE ON THE BUDGET FORM

3.1. A. General remarks

The mandatory template can be found at: https://eacea.ec.europa.eu/creative-europe/funding/creative-europe-cross-sectoral-refugee-integration-projects-2016_en

The completed document (in xls, xlsx or ods format) must be attached directly to the eForm. If your project is selected the estimated budget will be annexed as an integral part to the grant agreement.

Please take sufficient time to fill in your budget. Make sure that it is **coherent** with the information you provide in the eForm and in any other documents (mandates, detailed description, cooperation agreement, work programme etc.) which are part of the application.

All amounts must be given in EUR. Applications from countries outside the euro zone must use the **official EUR exchange rate** published in the Official Journal of the EU on the date of the publication of the call for proposals on the website of the Agency 09/03/2016 :

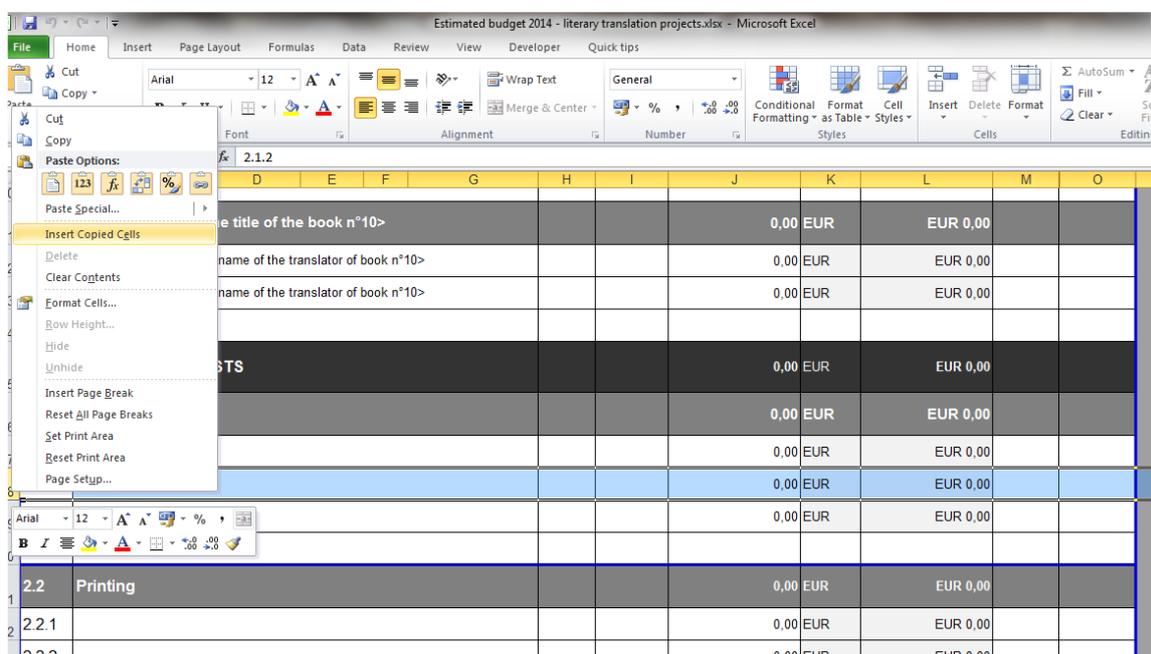
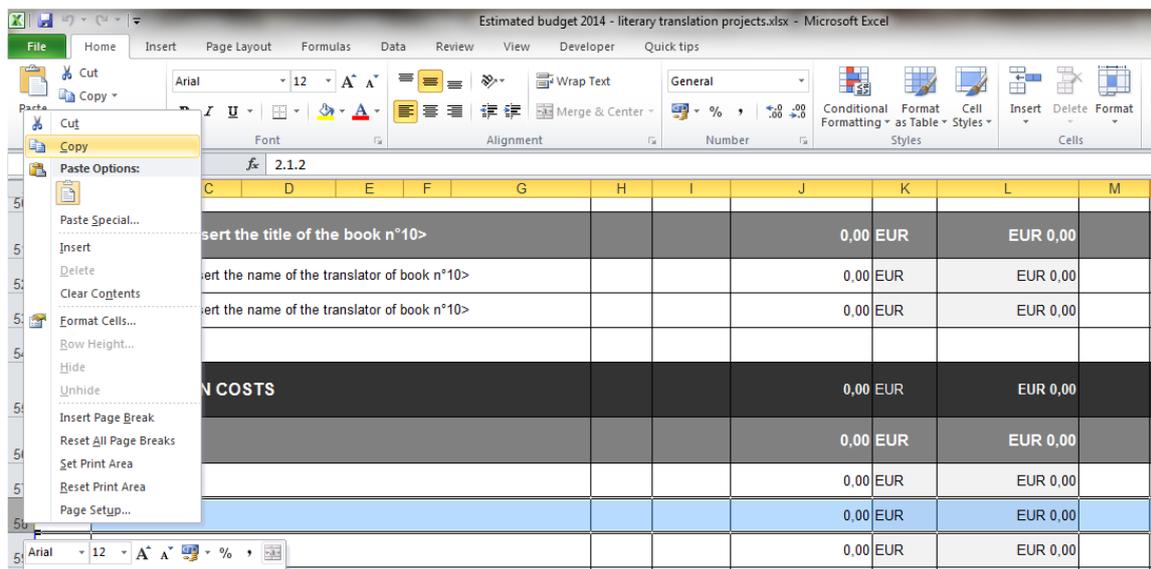
http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

Before completing the budget, please make sure that you have carefully read the Guidelines related to this call. Sections 11 (Funding conditions) contain important information for completing the budget, such as what constitutes eligible expenditure.

It may be useful to watch the E-tutorial on the financial management of your project (http://eacea.ec.europa.eu/creative-europe/library/e-tutorial-financial-management-your-project_en). This E-tutorial is addressed to successful applicants, but contains helpful information on eligibility of expenditure and other rules related to the financial management of your project.

The budget was made using Microsoft Excel 2010. It is recommended that you use the same version to complete the budget form. An open source version (.ods) of the budget form is available : https://eacea.ec.europa.eu/creative-europe/funding/creative-europe-cross-sectoral-refugee-integration-projects-2016_en

There are formulas in the workbook which ensure its proper functioning. **If you need extra rows in a specific budget chapter, you need to copy an existing row in the same budget chapter, and copy it between two already existing rows in the concerning budget chapter.** You can then renumber the rows manually. Do **NOT** insert the copied row after the last existing row in the budget chapter because then the totals will not be correct anymore.



3.2. B. How to fill in the budget form

Please start by filling in the name of the project leader and the title of the project in the yellow fields of the 'Detailed exp lead applicant (1) ' worksheet. Then start to fill in the sheets, expenditure by expenditure.

3.2.1. Detailed Expenditure sheet per partner

You must fill in a detailed expenditure sheet for each partner to the project. There is a separate worksheet per partner involved in the project (please follow the order used in the eForm). The name of each partner must be entered in the yellow field on top of their specific worksheet. '.

If the lead applicant or any of the partners is based in a country outside the Euro zone, the applicable exchange rate and the currency used must be filled in in the yellow fields

in the worksheet of that specific partner. For the use of an exchange rate, please refer to the rates published in the Official Journal of the EU on the date of publication of the call for proposals.

For every cost incurred, you must:

- provide a description of the cost
- give the reference number of the activity as it appears in the work programme to which the cost is related
- choose whether the cost is related to the project leader, a specific partner, or whether it is related to a joint activity
- the number of units
- the duration corresponding to the units (if applicable)
- the unit cost or rate (the total amount is calculated automatically)
- The amount in national currency (if any) or in Euro
- whether the cost is related to a third country¹ or not
- whether the cost concerns subcontracting² or not.

Please note that the chapter 5 – '**Costs of financial support to third parties implementing eligible activities**' must be filled in only by the lead applicant under the 'Detailed exp lead applicant (1)'

3.2.2. Consolidated expenditure worksheet

The expenditure input in the different worksheets will be transferred automatically to the 'Consolidated expenditure' worksheet.

Once all expenditure is encoded, you will need to check in this worksheet that the maximum of 30% of **third country costs** is respected. If this is not the case, adjustments at the level of the detailed expenditure per partner will have to be made.

Please foresee in your travel/subsistence costs a trip for two people to Brussels to participate in a kick-off meeting for project leaders of selected projects.

3.2.3. Consolidated Revenues worksheet

On the revenue part, please provide information on contributions from private and public sources for the project, and on income generated by the project.

The self-financing in own and raised funds must be completed for all partners. **Note that these amounts are regarded as secured.**

Input the EU grant requested and verify that it respects the minimum amount (EUR 100.000 and maximum amount (EUR 200.000) and maximum percentage of co-financing of 80%.

Please make sure that your budget is balanced (i.e. expenditure = revenues).

¹ A third country cost is a cost relating to natural persons who are citizens of a country not participating in the Culture Sub-programme, organisations based in such a country or activities taking place in such a country.

4. SECTION 3. COMMUNICATING WITH THE AGENCY

Candidates can find all information relating to the calls on the website of the Agency: [Creative Europe - Cross-sectoral - Refugee Integration Projects 2016 - European Commission](#)

Information on latest developments will be provided on the same website. We recommend that you consult it regularly.

All queries related to the preparation and submission of applications should be addressed to the **Creative Europe Desk** of your country. A contact list is available at: http://ec.europa.eu/culture/tools/creative-desks_en.htm.

For reasons of transparency, equal treatment and non-discrimination, no communication with the Agency is allowed during the selection procedure, except for technical problems.

For **technical problems** related to the eForm, please consult the eForm User Guide: [Creative Europe - Cross-sectoral - Refugee Integration Projects 2016 - European Commission](#)

If, after referring to this Guide, you still have questions or the technical problem has not been solved, please contact the **EACEA Technical HelpDesk** by phone or e-mail:

Phone HelpDesk: +32 229 90705

Email HelpDesk: eacea-helpdesk@ec.europa.eu

This service is available from Monday to Thursday from 08.30 to 17.30, and on Friday from 08.30 to 17.00 (Brussels time), except on the day of the deadline for submission when the Technical HelpDesk closes at 12.00 h midday Brussels time.

In the approach of the deadline, please ensure that you request assistance **before the deadline** has passed. If the problem cannot be solved immediately, the EACEA Technical HelpDesk can – **in exceptional cases** and only when the problem has been notified before the deadline, is linked to technical problems related to the eForm itself and is accompanied by an otherwise valid version of the eForm – submit the eForm on your behalf. If the EACEA Technical HelpDesk is contacted **after 12:00 midday Brussels time** on the day of the deadline, your application will under no circumstances be accepted due to the **principle of equal treatment of all applicants**.

When contacting the EACEA Technical HelpDesk by e-mail, clearly describe the technical problem. **It is advisable to attach a document with print screens to illustrate the problem and to join your eForm.**

² Please consult section 10 of the Guidelines for a definition of and rules on subcontracting.