

**FAQs about PICE Mobility<sup>1</sup>**

**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](http://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
1 September 2019	30 September 2019	21 October 2019	From the 22 <sup>nd</sup> to the 29 <sup>th</sup> of October of 2019	31 October 2019	From the 1 <sup>st</sup> of January to the 30 <sup>th</sup> of June of 2020
1 March 2020	31 March 2020	20 April 2020	From the 21 <sup>st</sup> to the 27 <sup>th</sup> of April 2020	29 April 2020	From the 1 <sup>st</sup> of July to the 31 <sup>st</sup> of December of 2020
MOBILITY (Film & Documentary)					
1 August 2019	31 August 2019	20 September 2019	From the 21 <sup>st</sup> to the 26 <sup>th</sup> of September of 2019	30 September 2019	From the 1 <sup>st</sup> of October of 2019 to the 30 <sup>th</sup> of April of 2020
1 March 2020	31 March 2020	20 April 2020	From the 21 <sup>st</sup> to the 27 <sup>th</sup> of April 2020	29 April 2020	From the 1 <sup>st</sup> of May to the 30 <sup>th</sup> of September of 2020

**What is the maximum sum awarded?**

The maximum amount AC/E awards to each project is fifteen thousand euros (**€15,000.00**) and the applicant must undertake to fund at least 50% of the cost of the proposed activity for which the grant is requested.

**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:

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<sup>1</sup> This document is merely informative. Each call is ruled by conditions expressly created for them.

	PERFORMING ARTS	VISUAL ARTS	FILM & DOCUMENTARY	LITERATURE & BOOKS	MUSIC
Travel expenses (* including transfers from / to the airport)	X	X		X	X
Travel expenses (*NOT including transfers from / to the airport)			X		
Accommodation expenses	X	X	X	X	X
Per diem expenses				X	
Internal travelling (taxi, petrol...)		X		X	X
Logistics (transport of materials, equipment rental...)		X			
Transport of materials	X				
Travel Insurance expenses	X	X	X	X	X
Publication expenses	X	X			
Simultaneous Translation expenses		X	X	X	
Copyright			X		
Others				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 will be carried out in a country of special interest or priority action according to the AC/E guidelines and a benchmark in the culture sector to which it belongs.
- the project helps consolidate the presence of the Spanish professional or creator on the international scene;
- the project includes sustainability criteria in its definition or execution

Regarding the **candidate/Spanish participant profile**:

- He/she should preferably be artists, professionals and creators at an intermediate stage in their careers and in need of international exposure.
- He/she should submit a quality proposal
- Gender equality will be considered whenever possible

### **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.