



CULTURE MOVES EUROPE

Residency Action

Call for Residency Hosts

Third call from 15 March to 15 May 2024 at 23:59:59 CEST

Culture Moves Europe

Culture Moves Europe provides mobility grants for artists and cultural professionals in all 40 Creative Europe countries. It covers the sectors of architecture, cultural heritage, design and fashion design, literature, music, performing arts, and visual arts.

The scheme consists of two action lines:

- 1) **Individual Mobility Action:** for individuals and groups of up to 5 persons.
- 2) **Residency Action:** for legal entities to host between 1 and 5 artists and cultural professionals.

Specific incentives are provided both to encourage green mobility and to ensure the inclusion of people from diverse backgrounds active in the cultural and creative fields.

What is the Residency Action for?

The Residency Action of Culture Moves Europe provides financial support to legal entities (organisations and individuals), interested in hosting artists and cultural professionals (A&CPs) for a residency project. The action encourages collaboration between hosts, artists and cultural professionals from different disciplines and backgrounds. Through this action, Culture Moves Europe aims to further develop a close-knit artistic and cultural ecosystem across the European Union and beyond.

The legal entity (the host) must be active in at least one of the eligible sectors and must be registered and based in a Creative Europe country, where the project is implemented.

Hosts can welcome between 1 and 5 A&CPs, who must legally reside in a **different** Creative Europe country than where the hosts are registered and based, and for a minimum duration of 22 days up to a maximum of 180 days.

Culture Moves Europe aims to be accessible to hosts and A&CPs with less experience in international cooperation, and/or who are in rural and remote areas, in particular the Overseas Countries and Territories and Outermost Regions (OCT and OR) of the European Union.

The residency grant contributes to the **travel costs** of the participating A&CPs, as well as the **costs associated with hosting the participants**. The hosts must provide accommodation(s), suitable working space(s), material, and equipment depending on the project needs, and professional mentoring. If possible, the hosts should also provide connection to local networks to support the artistic and cultural development, and the visibility, of the participating A&CPs.

In this action, the Goethe-Institut has a contractual relationship only with the legal entities/selected hosts. It is the responsibility of each host to select and communicate with its participants, and to ensure the smooth implementation of the residency in terms of legal and financial obligations.

To take part in this Action, you must apply for the Call for Residency Hosts, described here below.

Culture Moves Europe is fully funded by the European Union and is implemented by the Goethe-Institut.

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Timeline

Opening of the Call for Residency Hosts

- ✓ 15 March 2024

Deadline for applications for residency hosts (phase 1)

- ✓ 15 May 2024 (23:59:59 CEST)

It is highly recommended to prepare your application well in advance to avoid missing the deadline due to unforeseen technical issues.

Assessment process

- ✓ May-July 2024

Notification of results to all applicants

- ✓ 8 July 2024

Submission of residency info card (phase 2)

- ✓ 8 July – 30 October 2024

Grant agreement between selected applicants and the Goethe-Institut

- ✓ Up to 4 weeks from validation of the *residency info card* by Goethe-Institut

Earliest start date of residency project

- ✓ 15 August 2024 and not before receipt of the signed grant agreement from the selected applicant.

Latest end date of a residency project (including final reporting)

- ✓ 31 May 2025

Disclaimer

Applicants are responsible for reading the Culture Moves Europe Call for Residency Host in its current version at the time of application.

Only applications that are submitted on GAP, complete and following the criteria explained in this call are eligible. **Applications will be considered ineligible** if the required information fields are empty, completed with the wrong type of information (wrong data type), the required documents are not uploaded, or if they are shared in any other way than uploaded directly on the Goethe-Application Portal. Documents that are shared via WeTransfer, Dropbox, attached to emails, etc. are not accepted.

Version of the Call: 15/03/2023 | current updated version always available on the [website](#)[†]

1. Glossary

Applicant: the legal entity applying to receive and handle a residency grant and implement a residency project.

A&CPs: artists and cultural professionals.

Artistic and creative portfolio: document focusing on the creative and artistic work of the legal entities, the mentor(s) and the participating A&CPs. It includes examples of creations, projects, ideas, etc.

Beneficiaries: the hosts who receive a Culture Moves Europe residency grant to invite and host A&CPs.

Creative Europe countries: Albania, Austria, Armenia, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Tunisia, and Ukraine.

Creative Europe programme: European funding programme that supports the cultural and creative sectors. More information available on the [Creative Europe website](#).

Curriculum Vitae (CV): one/two-page document with a summary of personal information and contact details, relevant education and professional experience.

Disability support: additional financial support for grantees whose disability affects their ability to carry out a mobility project. The budget is agreed with the Culture Moves Europe team, based on individual needs and can amount to up to €75 per day.

Family top-up: additional financial support of 100 euros to support A&CP with custody of children below the age of 10 during the mobility project and regardless of the number of children.

Force majeure: unforeseen exceptional circumstances beyond the grantee's control that prevent the grantee from fulfilling the grant agreement, and thus the implementation of the project. It includes national restrictions on freedom of movement related to health crises, war/major political crises, and natural disasters.

Goethe-Application Portal (GAP): online platform of the Goethe-Institut in which applicants must submit their application, the residency info card and residency report, and can connect with the Culture Moves Europe team, etc.

Goethe-Institut: organisation in charge of implementing the Culture Moves Europe project from 2022 until 2025. All processes (including payments) and tools are developed and implemented by the Goethe-Institut, in agreement with the European Commission.

Guide for Residency Hosts: legally binding document compiling information for selected hosts from the preparation of the project until the reporting phase, including regarding the relationship with participating A&CPs and communication rules.

Green mobility top-up: additional financial support of 350 euros to encourage A&CPs to opt for sustainable ways of travelling, to compensate for additional costs and time. It includes all means of transportation except airplane. Both outward and return journeys must be undertaken using sustainable transport methods, and the distance between the place of residence and the destination must be 600km or more.

Grant agreement: legally binding contract between the Goethe-Institut and the selected hosts which includes, among other elements, expected results, payments processes, and the budget.

Host: Successful applicant who receives a residency grant.

Hosting coordinator*: the main person of contact, from the host party, with the Culture Moves Europe team, from the application phase through to the reporting of the residency project after it has taken place.

Individual Mobility Action: one of the two action lines of Culture Moves Europe, together with the Residency Action, targeting individuals and groups of up to 5 members.

Legal representative*: The person responsible for signing all official documents, such as the declaration of honour and the grant agreement. This person is legally responsible and liable towards the European Commission and the Goethe-Institut and has the power to represent the entity.

Match-making sessions: online events organised by the Goethe-Institut to support the hosts in finding international A&CPs.

Mentor*: The person associated to the host (staff member or collaborator) who provides feedback and guidance to the participating A&CPs during the implementation and development of their residency project.

Non-formal learning: Education that is institutionalised, intentional and planned by an education provider as an addition, alternative and/or complement to formal education as part of lifelong learning. It is often provided to guarantee the right of access to education for all. It caters to people of all ages, but it may be short in duration and/or low intensity. Non-formal education is typically provided in the form of short courses, workshops, or seminars. It leads mostly to qualifications that are not recognised by the relevant national or sub-national education authorities or it could lead to no qualifications at all. For more information [read this Recommendation of the Council of the EU](#)⁷.

Outermost Regions (OR): EU member States that have part of their territory located in areas of the globe that are remote from Europe. It includes French Guiana (France), Guadeloupe (France), Martinique (France), Mayotte (France), Reunion Island (France), Saint-Martin (France), Azores (Portugal), Madeira (Portugal), Canary Islands (Spain).

Overseas Countries and Territories (OCT): 13 islands that are not sovereign countries but depend to varying degrees on the three Member States with which they maintain special links, namely Denmark, France and the Netherlands. It includes: Greenland (Denmark), French Polynesia (France), New Caledonia (France), Saint Barthelemy (France), St. Pierre and Miquelon (France), Wallis and Futuna Islands (France), Aruba (The Netherlands), Bonaire (The Netherlands), Curaçao (The Netherlands), Saba (The Netherlands), Sint Maarten (The Netherlands), Sint Eustatius (The Netherlands).

OCT/OR top-up: additional financial support of 150 euros to support A&CPs whose place of residence and/or place of destination is an OCT or an OR, to compensate for additional costs.

Participant agreement: legal document which includes mutual expectations, payments between the host and each artist or cultural professional participating in the residency project.

Residency Action: one of Culture Moves Europe's two action lines that, distinct from the Individual Mobility Action, is focused in targeting residency hosts.

Residency grant: the total amount that the host receives. It includes hosting allowance, travel allowance, daily allowance, and top-ups (if applicable). The residency grant must be split between the hosts and the participating A&CPs.

Residency info card: the online form where selected hosts provide detailed information about their selected A&CPs. This form must be submitted before signing the grant agreement, as it provides the basis for calculating the exact amount of the residency grant and finalising the grant agreement.

Residency project: the residency project presented by the applicant, in the application form, is the general framework within which the A&CPs from Creative Europe countries will take part.

Top-ups: additional funding a grantee can receive based on their personal situation and individual needs. These are a fixed amount and are not based on real costs. The four top-ups are: green mobility top-up, OCT/OR top-up, visa top-up and family top-up.

Travel allowance: this is the fee allocated to each A&CP to organise the travel from the place of legal residence (city, country) to the place where the residency is taking place, and then back to the place of residence. It is 350 or 700 euros depending on the distance and can be complemented by top-ups depending on their individual situation.

Visa top-up: additional financial support of 80 euros to support A&CPs with expenses connected to a visa application.

*The hosting coordinator, legal representative and mentor can be the same person, with 3 roles.

2. Checklist

Your application is eligible if:

- You represent a legal entity and you will submit the application on behalf of this legal entity.
- Your legal entity is legally registered and based in one of the Creative Europe Countries.
- Your legal entity has the capacity to provide safe working space(s), accommodation and professional mentoring for the participating A&CPs.
- You have a residency project which consists of cross-border collaboration involving A&CP(s) residing in different Creative Europe countries than where you are based.
- Your legal entity is active and the residency project covers at least one of the 7 eligible sectors: architecture, cultural heritage, design and fashion design, literature, music, performing arts, and visual arts.
- Your residency project will focus on two of the following objectives: to explore, to learn, to create, to connect, and to transform.
- Your residency project is taking place in the country where the legal entity is registered and based.
- Your residency project does not start earlier than 15 August 2024 and will end no later than the 31 May 2025.
- Your residency project is lasting a minimum of 22 days and a maximum of 180 days.
- You are planning to invite between 1 and 5 artists and cultural professionals legally residing in Creative Europe Countries other than the one in which you are based.
- Your participating A&CPs will be at the residency premises at the same time (same dates) and for the same duration.
- You have at least one mentor who is able to guide the participating A&CPs through their creative and artistic processes.

You have all necessary documents, which include:

- A proof of legal entity.
- A portfolio/description/flyer of the activities of your legal entity (PDF, in English).
- A CV or short biography for each mentor (PDF, in English).

3. Phase 1: Selection of Residency Hosts

To be considered 'eligible' and thus be evaluated, legal entities must be entitled to apply (section 3.1) and have a residency project which complies to certain conditions (section 3.2). Lastly, the application itself must be submitted according to the timeline and requested format (section 3.3.)

Timeline: phase 1 Selection of Residency Hosts	
1. Application period	
→ from 15 March 2024 to 15 May 2024	
Applicants:	
✓ Submit the application form on the Goethe-Application Portal (GAP).	
Note that participating A&CPs do not have to be selected at this phase.	
2. Assessment of applications	
→ from May to 8 July 2024	
Culture Moves Europe:	
✓ Checks each application for eligibility, those eligible pass on for evaluation by experts.	
✓ Notifies the results to non-eligible applicants.	
3. Notification of results	
→ 8 July 2024	
Culture Moves Europe:	
✓ Notifies the results to all applicants via the Goethe-Application Portal.	
Note that only applicants with positive results can enter phase 2 (see section 4.)	

3.1. Eligible Residency Hosts

3.1.1. *Legal entities' eligibility criteria*

a. ELIGIBLE ENTITIES

Applicants must be a legal entity, such as a non-profit organisation, NGO, public body, foundation, company, self-employed person, etc.

- Must be active in at least one of the following sectors: architecture, cultural heritage, design and fashion design, literature¹, music, performing arts, and visual arts.
- Must have the capacity (i.e., facilities, services, network, staff) to implement an artistic and cultural residency project in which they host between 1 and 5 A&CPs residing in other Creative Europe countries.
- Can be either a newly founded or a well-established entity.

b. ELIGIBLE COUNTRIES

The applicant must be legally registered and based² in one of the **40 Creative Europe countries**³:

Albania, Austria, Armenia, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo⁴, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden and Tunisia and Ukraine.

Including the Overseas Countries and Territories (OCTs) and (ORs) Outermost Regions of the European Union:

- **Overseas Countries and Territories:**

Greenland (Denmark), French Polynesia (France), New Caledonia (France), Saint Barthelemy (France), St. Pierre and Miquelon (France), Wallis and Futuna Islands (France), Aruba (The Netherlands), Bonaire (The Netherlands), Curaçao (The Netherlands), Saba (The Netherlands), Sint Maarten (The Netherlands) and Sint Eustatius (The Netherlands).

- **Outermost regions:**

French Guiana (France), Guadeloupe (France), Martinique (France), Mayotte (France), Reunion Island (France), Saint-Martin (France), Azores (Portugal), Madeira (Portugal) and Canary Islands (Spain).

¹ Literature includes works of fiction, irrespective of their literary genre, such as novels, short stories, theatre and radio plays, poetry, comics, and youth literature.

² The hosts must be legally registered and based in the same Creative Europe country.

³ In accordance with the EU Council Regulation 2022/576, Article 5l), it shall be prohibited to provide direct or indirect support, including financing and financial assistance or any other benefit under a Union, Euratom or Member State national programme and contracts within the meaning of Regulation (EU, Euratom) 2018/1046, to any legal person, entity or body established in Russia with over 50 % public ownership or public control.

⁴ This designation is without prejudice to positions on status and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

c. POSSIBILITY TO (RE)APPLY

Legal entities having previously received an *i-Portunus Houses* grant or a Culture Moves Europe *Residency Grant* are eligible to reapply, as long as it is for a different project, time-frame and involves different participating A&CPs. Priority will be given to first-time applicants.

Applicants having previously received a grant from the *Individual Mobility Action* of Culture Moves Europe are eligible to apply to the *Residency Action*, as host, *if considered as 'legal entity'*.

d. ARE CONSIDERED NOT ELIGIBLE:

Residency projects which do not fulfil the previous points.

- Applicants exclusively active in the audio-visual sector.
- Current evaluators of the Culture Moves Europe Pool of Experts for Residency.
- Goethe-Institut and its staff members.
- Institutions and Agencies of the European Union and its staff members.

3.2. Eligible Residency Project

3.2.1 What is a residency project?

Legal entities apply with a **residency project**, with a specific concept and objectives, which involves the participation of and collaboration with A&CP(s) from (a) different country(ies).

Within the framework of the residency project conceived by the host, participating A&CPs can develop their own project, or collaborate with each other, depending on their field of expertise and their professional needs.

The participating A&CPs will benefit from the equipment, mentorship and safe environment provided by the host, while contributing to the overarching residency project that was selected for funding in the first phase of the application.

3.2.2. Residency projects eligibility criteria

a. ELIGIBLE SECTORS

The residency project must cover at least one of the following sectors: architecture, cultural heritage, design and fashion design, literature⁵, music, performing arts and visual arts.

- A residency project can also be interdisciplinary.

⁵ Literature includes works of fiction, irrespective of their literary genre, such as novels, short stories, theatre and radio plays, poetry, comics, and youth literature.

b. ELIGIBLE OBJECTIVES

The residency project must cover **two** of the following objectives:

- **to explore:** to conduct research, to investigate and work on a specific theme or a new concept;
- **to create:** to engage in a collective creative process seeking to produce a new piece of artistic/cultural work;
- **to learn:** to enhance the participants' competences and skills through non-formal learning or collaboration with a specialist;
- **to connect:** to develop a professional network, to strengthen the participants' professional development, to engage with new audiences;
- **to transform:** to contribute to societal change in line with the New European Bauhaus values and principles (see section 3.2.3.).

c. LOCATION

The residency project must be implemented in the Creative Europe country in which the legal entity (the applicant) is registered and based.

- The residency project must take place in **one single location**. Other activities connected to the residency projects can be held in different places within the same country, but only for a brief duration.
- The residency project must take place in a country where there is no serious threat to safety and security **and** in a location where the safety of participating A&CPs can be fully guaranteed.

d. PARTICIPATING A&CPS

Applicants must invite **at least 1 A&CP and can invite up to a maximum of 5 A&CPs** to participate in the residency project. The eligibility criteria of participating A&CPs are clarified in section 4.1.

- Applicants can choose one or several of the following options to select their participating A&CPs:
 - open call for participants (ongoing or specific for this residency project);
 - targeted nomination/invitation to specific A&CPs.

e. SERVICES AND ACTIVITIES

Applicants **must provide** the participating A&CPs with:

- safe working space with the necessary equipment and material;
- safe accommodation (within or outside the host premises);
- professional mentoring. The mentor provides feedback and guidance during the implementation and development of the residency project. The mentor is associated to the host (as staff member or collaborator) and must have expertise connected to the residency project;
- the mobility grant (daily and travel allowance) and potential top-ups;
- relevant information regarding issues of security and safety in the destination country (including emergency phone numbers). Hosts must encourage participants to notify and register with the Ministry of Foreign Affairs of their own country and obtain travel insurance before starting the residency project. The Goethe-Institut does not provide any additional information.

f. DURATION AND TIME FRAME

The residency project must last a minimum of 22 days and a maximum of 180 days.

- Participating A&CPs should all participate in the residency project at the same time (same dates) and for the same duration.
- The residency project must be uninterrupted, which means that it is not accepted to segment the residency project into different periods.
- The residency duration includes only the implementation of the residency project, and not the travel time of the participating A&CPs.

Participating A&CPs can leave their place of legal residence up to 15 days before the start of the residency project and go back to their place of legal residence maximum 15 days after the end of the residency project, depending on their needs, and in agreement with the hosts.

- If participating A&CPs request to stay at the residency premises outside the project implementation dates, hosts are not obliged to cover hosting or provide services. Nevertheless, both parties may come to an agreement.

The Residency Action of Culture Moves Europe is divided into **three duration categories**, and the selection is estimated as follows:

- approximately 70% for short-term residencies between 22 days and 60 days;
- approximately 22% for medium-term residencies between 61 days and 120 days;
- approximately 8% for long-term residencies between 121 days and 180 days.

g. START AND END DATES

- The earliest start date of the residency project is 15 August 2024.
- Hosts can adapt the dates of the residency project provided that the duration is preserved.
- The residency project must be finalised (including the final report) at the latest on the 31 May 2025.

h. EU VALUES

The values of the European Union are at the core of Culture Moves Europe. Therefore, all beneficiaries and activities (such as the selection process of participants, content and implementation of the residency project) implemented under the Residency Action must respect EU values based on Article 2 of the Treaty on European Union⁶ and the rights and principles enshrined in the Charter of Fundamental Rights of the European Union, particularly Article 21⁷.

The values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities, must be fully respected.

Any discrimination based on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation, shall be prohibited.

⁶ More info: [EUR-Lex - 12012M002 - EN - EUR-Lex \(europa.eu\)](#) [→]

⁷ More info: [EUR-Lex - 12012P/TXT - EN - EUR-Lex \(europa.eu\)](#) [→]

i. LANGUAGE

Applications must be submitted in English.

- While the level of English is not evaluated or taken into consideration, the applications should be clearly written to support the understanding of the project by the external evaluators.
- Applicants are free to work with proof-readers (including friends or family!) or use online translation tools.

j. ARE CONSIDERED NOT ELIGIBLE:

Residency projects which do not fulfil the previous points.

A Culture Moves Europe mobility grant cannot be awarded:

- retrospectively for actions and projects that have already started or are completed;
- for projects exclusively covering the audio-visual sector;
- for projects focusing on research as part of an academic degree;
- for literature projects focusing on non-fiction works. This includes: autobiographies, biographies, or essays without fictional elements; tourist guides; leisure and personal development-related works; and scientific and academic works (including the humanities and social sciences, as well as other sciences);
- to fund travel for A&CPs purely to present their previously created work in a professional setting (vernissage, exhibition, concert, performance);
- to projects that are already receiving a funding from another EU programme contributing to travel, accommodation and/or subsistence costs for the same project, same dates and same purpose;
- to projects charging the participating A&CPs with fees⁸ for services such as accommodation, access to equipment/material, and training/mentoring.

3.2.3. New European Bauhaus residencies

Applicants who select the objective 'To Transform' are expected to implement a residency project in line with the New European Bauhaus (NEB) values and principles:

THE NEW EUROPEAN BAUHAUS (NEB) RESIDENCIES

The New European Bauhaus is a creative and interdisciplinary initiative that connects the European Green Deal to our living spaces and experiences, inviting us to imagine a better future through:

- **3 core values** – beautiful, sustainable, together – and **3 core principles** – a participatory, multi-level and transdisciplinary approach. The [New European](#)

⁸ This only concerns the project and the participating A&CP(s) receiving fundings from Culture Moves Europe, and not other projects run by the hosts.

[Bauhaus Compass](#)[†] is a useful tool providing guidance on how the New European Bauhaus values and principles can be integrated into projects.

- **3 levels of impact:** transformation of places on the ground; transformation of the enabling environment for innovation; and diffusion of new meanings. The key role that culture, and artists and cultural professionals, play to inspire societal change, to question our perspectives and mindsets, and to enable societal change, is recognised in the [Communication on the New European Bauhaus](#)[†].

New European Bauhaus residencies are encouraged to explore how they could contribute to the transformation intended by the New European Bauhaus.

This could, for example, concern artistic interventions in the framework of existing New European Bauhaus projects (provided there is no double funding as regards EU financial contributions); exploring novel ways of doing and thinking by combining intangible cultural heritage with technological and creative solutions; or residencies where A&CPs engage with the local community to work on one of the thematic axes guiding the delivery of the New European Bauhaus (i.e. reconnecting with nature, regaining a sense of belonging, prioritising the people and places that need it the most, and the need for long-term, life-cycle thinking in the industrial ecosystem).

3.3. Eligible Applications: when and how to apply?

3.3.1. When to apply?

DEADLINE

The application must be submitted online, on the Goethe-Application Portal, at any time from 15 March 2024 until 15 May 2024 at 23:59:59 CEST.

ONE APPLICATION PER CALL

Applicants can submit **only one** application under this call running from 15 March 2024 until 15 May 2024.

ARE CONSIDERED **NOT** ELIGIBLE:

Applications which do not fulfil the previous points.

3.3.2. How to apply?

GOETHE-APPLICATION PORTAL (GAP)

Applicants are required to create an account and fill-out the online application on the [Goethe-Application Portal](#)⁹.

- The type of account must be 'Organisation/Entreprise';
- Applicants can edit and save the draft until the final submission, within the indicated deadline;
- Once submitted, the application cannot be changed, and it will be evaluated only after the deadline;
- The Goethe-Institut only allows the submission of applications that are complete.

The application must include detailed information and description of the residency project (see section 3.1. and 3.2.) together with supporting documents (see section 3.3.3.).

ARE CONSIDERED NOT ELIGIBLE

Applications which do not fulfil the previous points.

- If the required information fields are empty, completed with the wrong type of information (wrong data type), the required documents are not uploaded or if they are shared in any another way than uploaded on the Goethe-Application Portal. Documents that are shared via WeTransfer, Dropbox, attached to emails, etc., are not accepted.

3.3.3. Compulsory supporting documents

a. PROOF OF LEGAL ENTITY

To be uploaded: one document, in PDF format, in any language of the Creative Europe countries.

Official document¹⁰ proving that the legal entity is **registered and based** in one of the 40 Creative Europe countries, in which the entire residency project will be implemented.

Please note that:

- a legal entity cannot be registered in one country and implement the project in another country.
- the document can be in any official language of the Creative Europe countries. However, an explanatory note in English may be requested to facilitate the validation process.

⁹ <https://gap-online.goethe.de/en-US/register>

¹⁰ Documents are considered as official when they are delivered by official national authorities. Supporting official documents cannot be replaced by self-declarations or by sworn or solemn statements before judicial or administrative authorities, notaries or public officers.

The document can be, for example:

- valid registration extract (stamped and dated)
- decision that establishes the entity as a public body
- official document attesting the legal entity.

b. ARTISTIC AND CREATIVE PORTFOLIO OR PROMOTIONAL/ANNUAL REPORT OF THE APPLICANT

to be uploaded: one document, in PDF format, and in English.

The document must present the profile and expertise of the legal entity.

- E.g. presentation of the legal entity and its mission/vision/purpose, presentation of the founder(s) and the staff with their experience, educational background.

c. SHORT CURRICULUM VITAE (CV)

to be uploaded: one short CV per mentor, in PDF format, and in English.

Short curriculum vitae (CV) of mentor(s) including relevant skills and experience.

For any **technical issue** when applying, applicants must contact the Culture Moves Europe team:

- through the mail section on the Goethe-Application Portal;
- or via the following email: culturemoveseurope@goethe.de

It is highly recommended to prepare the application well in advance to avoid missing the deadline due to an unforeseen technical issue.

3.4. What is the Residency Grant?

The **residency grant** is the financial support provided by the Goethe-Institut to the applicant hosts and the participating A&CPs to contribute to the implementation of the residency project. It includes the hosting allowance for the legal entity and travel, daily allowance and potential top-ups for the participating artists and cultural professionals (see section 4.3.).

In the phase 1 of the application process, the amount indicated is only an estimation based on the number of participating A&CPs and the duration of the residency project mentioned by the applicant.

The residency grant is confirmed after validation of the information provided in the residency info card (phase 2) and is mentioned **in the grant agreement**.

For more information on the calculation of the residency grant, see section 4.3.

3.5. Assessment Process and Criteria

3.5.1. Assessment and selection processes

The assessment process lasts 8 weeks following the deadline of this call. This is an indicative timeline. The process includes:

a. ASSESSMENT OF APPLICATIONS

Eligibility

The Culture Moves Europe team checks that the applications are fully completed and comply with the eligibility criteria (see section 3.). Eligible applications are automatically sent for evaluation and do not receive any notification at this stage.

- Applications considered not eligible will be notified by email/on the Goethe-Application Portal.

Evaluation

Each eligible application is evaluated by two external experts from the Culture Moves Europe Residency evaluators' pool. They are selected for their expertise in the different sectors and from the different countries covered by the scheme, and their names are not communicated to the applicants. Evaluators work independently from one another and follow a strict evaluation grid (see section 3.5.2.). They sign a declaration of non-conflict of interest.

- Applications with a score of less than 10 points out of 20 will be automatically excluded from further evaluation.

Jury

A Jury, composed of a minimum of three people (representatives from the European Commission and the Goethe-Institut) select the projects to be funded. The Jury ensures the quality, impartiality, and coherence of the selection process. The selected projects should reflect on quality (evaluators' score and comments) and other criteria such as geographical and gender balance, sectors, and other inclusion aspects, such as the inclusion of A&CPs with a disability.

- Culture Moves Europe will support a maximum of 1.000 A&CPs participating in residency projects between March 2023 and June 2025. The Residency Action of Culture Moves Europe is divided into **three duration categories**, and the selection is estimated as follows:
 - approximately 70% for short-term residencies between 22 days and 60 days;
 - approximately 22% for medium-term residencies between 61 days and 120 days;
 - approximately 8% for long-term residencies between 121 days and 180 days.

b. NOTIFICATION

The results are communicated individually to applicants via the Goethe-Application Portal (GAP):

- **Positive:** successful applicants are invited to proceed to Phase 2, where they must select the participating A&CPs and confirm the details of the residency project.
- **Negative:** applicants below the selection threshold.
- **Reserve list:** applicants on the reserve list can be offered to go through the phase 2 and select A&CPs at a later stage, only if previously selected applicants drop out from the funding opportunity. In such cases, the deadline for selecting A&CPs will be determined by Culture Moves Europe.

3.5.2. Evaluation criteria: experts' evaluation grid

The independent experts will assess the following aspects:

a. RESIDENCY PROJECT (10/20 POINTS)

Relevance of the residency project (6/20 points)

- To what extent is the project connected to the objectives of the residency action? Will the residency allow the invited A&CPs to explore, to create, to learn or to connect internationally, and/or to contribute to societal change in line with the NEB's values and principles?
- NEB residency evaluation: To what extent is the project dealing with the values of beautiful, sustainable and together, as explained in the New European Bauhaus Compass→? To what extent does the project adopt a multi-level, participatory and transdisciplinary approach?
- To what extent is the residency necessary to achieve the stated objective(s)? To what extent does the collaboration with A&CPs from other Creative Europe countries provide added value? Is the requested duration adjusted to the objectives of the project and well justified?
- Is the residency project aligned with the applicant's activities, vision, location, capacity and experience?

Outcomes and impact (2/20 points)

- How will the residency project benefit the professional work and development of the host and the participating A&CPs? Is there a plan for the residency project to have long-lasting effects? Will the foreseen outcomes of the project be used in the future by the hosts and the participating A&CPs?
- In which ways will the residency project benefit the local and/or broader national/European artistic and cultural ecosystem?
- NEB residency evaluation: How will the residency project allow you to engage, connect with or impact the local community? To what extent does the residency project support one of the three levels of impacts aimed at by the NEB (see section 3.2.3.)?

Sustainability aspects (2/20 points)

- Will the applicant use green/sustainable materials or incorporate sustainable practices into the project and/or the facility?
- Do the residency's facilities match sustainability criteria (e.g. green energy, recycling, consumption of local product, etc.)?

b. RESIDENCY PREPARATION AND IMPLEMENTATION (10/20 POINTS)

Premises and services (5/20 points)

- Working environment: is the planning and preparation of the residency project sufficient to accommodate the work and needs of the participating A&CPs? Is the working environment and support offered, including facilities, material and equipment, adequate?
- Personal needs: is there a consistent plan to ensure the safest, most secure, comfortable and fruitful stay for the selected A&CPs? Are the accommodation and hosting services (e.g. kitchen, accommodation, and its distance to the hosts' premises) appropriate and accessible?
- Will the applicant provide support for administration/ coordination/ logistics issues (such as visa support and guidance, local transportation recommendations, etc.) that might arise before and during the stay of the selected A&CPs?

Selection of artists and cultural professionals (2/20 points)

- Will the applicant follow a procedure for the selection of A&CPs that is fair and accessible? E.g., open call, publication of selection criteria, attention given to A&CPs from marginalised backgrounds, etc.
- In case of individual nomination/invitation to A&CPs, are the reasons and selection criteria well justified?

Collaborative environment (3/20 points)

- How will the mentor(s) facilitate the implementation of the residency project and support the professional development of the invited A&CPs? Are the mentor's (or mentors') expertise and experience adapted to the mentoring activities planned?
- Will the planned activities of the overall residency project support the collaboration between the participating A&CPs and the hosts?

4. Phase 2: Grant Agreement with Residency Hosts

Applicants successfully selected in Phase 1 are invited to submit the Residency Info Card as part of the Phase 2. It includes the confirmation of the duration, the dates of the residency project, and the details of the participating A&CPs.

Timeline: phase 2 Grant Agreement with Residency Hosts	
1. Submission of the residency info card	
→ ongoing from 8 July 2024 to 30 October 2024	
Selected hosts:	
✓ Confirm the details of each participating A&CP and the exact dates of the residency project;	
✓ Fill-out and submit the residency info card on the Goethe-Application Portal.	
2. Validation of the residency info card	
→ ongoing from 8 July 2024	
Culture Moves Europe:	
✓ Analyses the eligibility of each selected A&CP;	
✓ Calculates the residency grant;	
✓ Validates the residency info cards and notifies the host.	
3. Grant agreements	
→ up to 4 weeks after validation of the residency info card	
Culture Moves Europe:	
✓ Signs and sends the grant agreement to the host.	
Selected hosts:	
✓ Read and send to Culture Moves Europe the grant agreement signed by both parties.	
4. Earliest start of residency project	
→ from 15 August 2024 and only after both parties sign the grant agreement	
Selected hosts:	
✓ Can start their residency projects.	
5. Latest end of residency project (including the final residency report)	
→ by 31 May 2025	
Selected hosts:	
✓ Must complete their residency project, including the final residency report.	

4.1. Residency Participants: Eligible Artists and Cultural Professionals

The process should follow the information and selection process provided by the host in their application (Phase 1) and comply with the following eligibility criteria.

4.1.1. Participating A&CP(s) eligibility criteria

a. ARTISTS AND CULTURAL PROFESSIONALS

- Aged 18 or older;
- artists and cultural professionals working individually or in groups;
- from all educational backgrounds and levels of experience, from emerging to established A&CPs;
- willing to further develop their knowledge and skills and conduct a project in **at least one of the following sectors**: architecture, cultural heritage, design and fashion design, literature¹¹, music, performing arts, and visual arts.

Grantees selected under the *Individual Mobility Action* of Culture Moves Europe are eligible to be a participating A&CP of a residency project funded by the Residency Action of Culture Moves Europe.

A&CPs can participate in a residency project funded by the Residency Action of Culture Moves Europe, only once.

b. ELIGIBLE COUNTRIES OF LEGAL RESIDENCE

Participating A&CPs must be legally residing in one of the 40 Creative Europe countries, that is different than the country where the host is based and implementing the residency project.

- The list of countries is available in section 3.1.1. and in the Glossary. It also includes Overseas Countries and Territories (OCTs) and Outermost Regions (ORs) of the European Union.
- The A&CPs participating in a residency project can **come from various Creative Europe countries**, so long as each legally resides in those countries.
- Participating A&CPs can have the same nationality as the country in which the residency project is implemented, so long as they legally reside in a different country.

c. ARE CONSIDERED NOT ELIGIBLE

Participating A&CPs who do not fulfil the previous points.

- A&CPs who have already received a Culture Moves Europe mobility grant, as 'participant' of a residency project.
- A&CPs who have a mobility grant under the Individual Mobility Action for the same project, same purpose, and same period.

¹¹ Literature includes works of fiction, irrespective of their literary genre, such as novels, short stories, theatre and radio plays, poetry, comics, and youth literature.

- A&CPs active exclusively in the audio-visual sector.
- A&CPs with literature projects focusing on non-fiction works. This includes: autobiographies, biographies, or essays without fictional elements; tourist guides; leisure and personal development-related works; and scientific and academic works (including the humanities and social sciences, as well as other sciences);
- Staff members of the Goethe-Institut.
- Current evaluators of the Culture Moves Europe Pool of Experts for Residency.
- Staff members of the Institutions and Agencies of the European Union.

Do you need some support in finding your participating A&CP?

Culture Moves Europe will organise online match-making sessions in early September 2024 to support hosts in finding international A&CPs to join their residency project.

Only selected hosts will be invited to take part in these online sessions and will be directly contacted by Culture Moves Europe.

4.2. Submission of the Residency Info Card

4.2.1. What is the residency info card?

From 8 July 2024 to 30 October 2024, selected hosts must submit the *residency info card*. If the residency info card is not submitted on time, the applicant will be considered as a drop-out.

The residency info card is:

- only accessible to selected hosts;
- an online form in which the duration and dates of the residency must be confirmed, and information about participating A&CPs must be presented (personal details, travel itinerary, top-ups, etc.);
- accessible on the Goethe-Application Portal.

This step is mandatory to calculate the residency grant. **The residency grant amount is confirmed only after the validation of the residency info card** by the Culture Moves Europe team and is indicated in the grant agreement.

The residency project can be rejected if the host does not provide sufficient and/or relevant information in the residency info card.

4.2.2. Documents to upload in the residency info card

The host must submit the following compulsory supporting documents for each participating A&CP:

a. OFFICIAL NATIONAL IDENTIFICATION DOCUMENT

to be uploaded: one document per participating A&CP, in PDF format, in any Creative Europe language. An explanatory note in English might be requested.

Official document¹² that prove one's identity. They are issued by the public authorities for various purposes such as work, taxation, health care and travel.

- It can be for example: national identity card, passport, residence permit.

b. PROOF OF LEGAL RESIDENCE

to be uploaded: one document per A&CP, in PDF format, in any Creative Europe language. An explanatory note in English might be requested.

The proof of legal residence is an official document which must clearly indicate the name and the address in the country of legal residence of each A&CP.

- It can be for example: residence permit; electricity or water bills; refugee or humanitarian protection status; national identity card or passport; etc., as long as the name and address are clearly indicated.

c. SHORT CURRICULUM VITAE (CV)

to be uploaded: one short CV per A&CP, in PDF format, in English.

A CV as a one/two-page document with a summary of personal information and contact details, relevant education, and professional experience.

d. ARTISTIC AND CREATIVE PORTFOLIO

to be uploaded: one portfolio per A&CP, in PDF format, in English.

An artistic/creative portfolio focuses on the artistic and creative work. It includes examples of personal creations, projects, ideas, etc. It is not a Curriculum Vitae.

e. PROOF FOR DISABILITY SUPPORT (IF APPLICABLE)

to be uploaded: one document per A&CP, in PDF format, in any Creative Europe language. If applicable, it must include an explanatory note in English.

The proof can be any official document proving that the participating A&CP has a disability that affects their ability to carry out the mobility project.

Participating A&CPs who request a disability support will be contacted directly by the Culture Moves Europe team to communicate their needs.

f. RESIDENCY MENTOR'S SUPPORTING DOCUMENT

to be uploaded: one short CV per mentor, in PDF format, in English.

In case there is a **change of mentor(s)**, the host must upload an updated curriculum vitae (CV) / biography of each mentor, including relevant skills and experience.

¹² A document is considered official when delivered by official national authorities. Supporting official documents cannot be replaced by self-declaration or by sworn or solemn statements before judicial or administrative authorities, notaries of public officers.

4.2.3. Changes between the accepted application and the residency info card

Only minor changes can occur between the original application submitted in Phase 1 and the information provided in the residency info card, in the Phase 2.

The location (country and town) of the residency project (both residency work premises and accommodation) cannot be changed.

1. Changes during residency info card stage (phase 2)

a. Changes with budget impact

The estimated amount of the residency grant will be recalculated.

- **Duration of the residency project¹³**

The duration cannot be longer than initially stated in the application form.

If the hosts want to decrease the duration, it must remain in the same residency type as stated in the application:

- Short-term residency project: lasting from 22 days up to 60 days.
- Medium-term residency project: lasting from 61 days up to 120 days.
- Long-term residency project: lasting from 121 days up to 180 days.

- **Number of participating A&CPS**

Hosts cannot select more A&CPs than initially indicated in the application.

With residency projects consisting of two or more A&CP, hosts are allowed to remove only one A&CP.

b. Changes without budget impact

In case of changes, the estimated amount of the residency grant will not be recalculated.

- **Human resources and mentorship**

Hosts are allowed to replace the mentor(s), hosting coordinator and legal representative. Explanation for changes is requested, as well as CVs of the new mentor(s).

2. Changes after signature of the grant agreement

Changes that may arise after signature of the grant agreement are strictly limited and may require an amendment to the grant agreement.

Possible changes must be discussed and agreed with the Culture Moves Europe team beforehand.

¹³ The duration must be the same for all participating A&CPS

4.3. Calculation of the Residency Grant

After submitting the *residency info card*, the final residency grant will be **calculated based on the exact** number of participants, residency duration, travel plan, and individual needs of the participating A&CPs.

The residency grant

The residency grant is entirely paid to the hosts by the Goethe-Institut. However, hosts must transfer the corresponding individual amounts to each of their participating A&CPs.

It is composed of three budget categories:

Hosting allowance

Financial support given to the legal entity to support costs such as accommodation, equipment, mentors' fees, etc.

Mobility grant

Financial support to be transferred by the hosts to the participating A&CPs to contribute to the travel and daily allowances (transportation tickets to the residency location, local transport, food, etc.).

Disability support and top-ups

Additional financial support to be paid to each participating A&CP based on their individual situation and needs.

Culture Moves Europe operates on a **lump-sum approach** which means that the amounts indicated are granted regardless of the actual expenses.

The maximum amount of a residency grant is **55.000 euros, including top-ups**.

The host must provide necessary information to the participating A&CPs to ensure a safe stay (including in the working and accommodation environments), such as emergency phone numbers.

Culture Moves Europe recommends that the hosts advise their participating A&CPs to **register with their Ministry of Foreign Affairs** before starting the residency project, and to take out travel insurance. There is no additional support to cover this cost.

More information is available in the Handbook for Selected Hosts available on the [website](#).

4.3.1. The residency grant is calculated as follows:

A. HOSTING ALLOWANCE

HOSTING ALLOWANCE

€ 35 per day, per A&CP

Fixed amount allocated to the residency host to contribute to expenses related to the implementation of the residency project, such as accommodation for the A&CPs, mentor fees, renting equipment, etc.

B. MOBILITY GRANT

TRAVEL ALLOWANCE

distance under 5.000 km: € 350 | distance from 5.000 km: € 700

Fixed amount for round-trip. The travel distances are calculated from the place of residence of each A&CP to the place of destination (one way). This amount may be complemented with a green-mobility top-up.

DAILY ALLOWANCE

€ 25 per day, per A&CP

Fixed amount to contribute to daily subsistence, such as local transports or meals. Accommodation is provided by the residency host.

C. TOP-UPS AND DISABILITY SUPPORT

GREEN MOBILITY TOP-UP

€ 350

Fixed amount for round-trip, to encourage sustainable ways of travelling. Only available for distances from 600 km (one way).

Both outward and return journeys must be undertaken using sustainable transports.

VISA TOP-UP

€ 80

Fixed amount to support A&CPs with expenses connected to a visa application.

FAMILY TOP-UP

€ 100

Fixed amount to support A&CPs with custody of children who are below the age of 10 during the mobility project.

This is a fixed amount, regardless of the number of children.

OCTS AND ORS TOP-UP

€ 150

Fixed amount to support A&CPs whose place of residence and/or place of destination is an OCT or an OR, to compensate for additional costs.

DISABILITY SUPPORT

up to € 75 per day

For A&CPs whose disability affects their ability to carry out their residency project. Budget to be agreed with the Culture Moves Europe team according to individual needs. Supporting documents are requested at application and reporting stage.

4.4. Signature of Grant Agreement and Payments Process

After submission and acceptance of the residency info card by the Culture Moves Europe team, hosts receive a positive email with the grant agreement.

4.4.1. Signature of the Grant Agreement

The grant agreement is the contractually binding document between the selected hosts and the Goethe-Institut. It defines the activities to be undertaken, the details of each participating A&CP, the project duration, the budget, and other rights and obligations.

The following steps outline the **grant process** from the perspective of the grant agreement:

- The grant agreement is prepared by the Goethe-Institut and sent to the selected hosts. Priority will be given to projects with the earliest residency start dates.
- Selected hosts will have 15 days to sign and send back electronically the grant agreement to the Goethe-Institut.
- The mobility project can only start from 15 August 2024 **and** not before receipt of the signed grant agreement from the selected applicant by the Goethe-Institut.
- The residency project must be completed, including the final residency report, by 31 May 2025.

Awarded residency projects and hosts' names will be published by the European Commission on its [website](#) at the end of Phase 1.

4.5. After the Residency Project: Residency Report

Within 30 days after the end of the residency project, hosts must submit a **residency report** on the Goethe-Application Portal.

The latest reporting day is the 31 May 2025 and reports will not be accepted after this date.

This residency report has to include:

Results

The hosts must fill-in an online questionnaire and explain the results of the residency project, potential changes between the project application, the info card and actual implementations, etc.

Provide proof of transportation, stay, and project implementation

For the requested duration, for each participating A&CP and through various supporting documents such as the participant agreements, transport tickets, receipts, pictures and social media posts, etc. The list of requested proof is available in the Handbook for Residency Hosts, available on the [website](#).

If the residency report has not been submitted within the 30 days-period, and no later than 31 May 2025, the Goethe-Institut can request for a reimbursement of the entire grant.

In parallel, participating A&CPs will be encouraged to fill in a feedback survey in which they will be able to share their impression on the implementation and organisation of the residency project.

4.6. Payment of the Residency Grant

The grant is paid in two installements, in euros, to the account of the host mentioned in the grant agreement.

All costs of transfer of the grant installements between the bank accounts of the Goethe-Institut and the Beneficiary shall be borne by the party whose bank is charging the cost. In case the payment process needs to be repeated, the party responsible bears all costs of repeated transfer.

First payment

The payment is processed **within 30 days after signature of the grant agreement** by both parties. It includes the following:

- 60% of the hosting allowance.
- 60% of the mobility grant.
- 60% of the disability support (if applicable).

Balance payment

The payment is processed **30 days after approval of the residency report** (including the supporting documents), by the Culture Moves Europe team.

In case of discrepancy between the grant agreement and the information in the residency report, the Culture Moves Europe team may recalculate the grant and reduce the balance payment accordingly. It includes the following:

- 40% of hosting allowance.
- 40% of the mobility grant
- 40% of the disability support (if applicable).
- 100% of the requested top-ups (if applicable).

4.7. Participant's Agreement

The hosts are the only contractual partners of the Goethe-Institut. It means that they will receive the full amount of the residency grant from the Goethe-Institut.

However, **the hosts must sign a participant agreement with each participating A&CP** which must include information such as the responsibilities of the hosts and participating A&CPs, duration of the residency project, mobility grant, top-up and support (if applicable), and the payment process.

- The host must provide to the participating A&CPs a safe and appropriate environment and services to implement the residency project – including the working environment and accommodation. Any breach or misconduct could lead to legal consequences specified in detail in the Grant Agreement.
- The hosts are responsible for transferring to each of the participants their allocated and personalised amount depending on their needs and top-ups

allocated. Participating A&CPs can claim their amount from the hosts, but Culture Moves Europe is not responsible for these individual payments.

- Hosts are not allowed to charge participating artists and cultural professionals any fees for registration or any services covered by the hosting allowance, such as accommodation, access to equipment/material and training/mentorship. If reasonable and relevant, the hosts can request minor contributions if they organise activities such as group meals or collective and local transportation.
- Each participant must spend at least 70% of their week at the host's premises developing the residency project.

More information is available on the [website](#)[→], in the Culture Moves Europe Handbook for Selected Residency Hosts.

Please note, for residency projects of a longer duration:

- Continued health insurance coverage is often dependent on legal residence or usual place of residence in a country. The Goethe-Institut strongly recommends that participating A&CPs clarify in advance both the uninterrupted continuity of the health insurance and the scope of the insurance cover during their participation in the residency project with their health insurance provider.
- Longer stays can also have an impact on the tax residency of A&CPs. Details should be clarified in advance with the tax offices or tax consultants.

5. Data Protection

Applying to the call involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (Data Protection Directive).

Unless indicated otherwise, any personal data requested to evaluate the application in accordance with the specifications of the call will be processed solely for that purpose by the Culture Moves Europe team and the external experts from the Culture Moves Europe evaluators' pool.

GETTING IN TOUCH WITH THE CULTURE MOVES EUROPE TEAM

The Culture Moves Europe team is available to answer questions relating to the content and modalities of the present call for applications:

Online

- Check the [Frequently Asked Question \(FAQ\) section on the website](#)!
- Attend one of the Culture Moves Europe [Question time!](#) - the online events are regularly organised to present this call and answer questions from future applicants. Check out the dates on social media (*Culture Moves Europe* on Facebook, Instagram, LinkedIn, and Twitter/X)!

By email

Due to the high amount of requests sent by email, only questions that are not specifically addressed in the call document or on the FAQ will be answered.

- If you have a Goethe-Application Portal account, you can send an email directly from [the platform](#)
- Generic email address: culturemoveseurope@goethe.de

For more general information on Culture Moves Europe, you may wish to contact the [Creative Europe Desk](#) in your country.

Document accessibility

If you experience any accessibility challenges with this document, please contact the team at culturemoveseurope@goethe.de

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