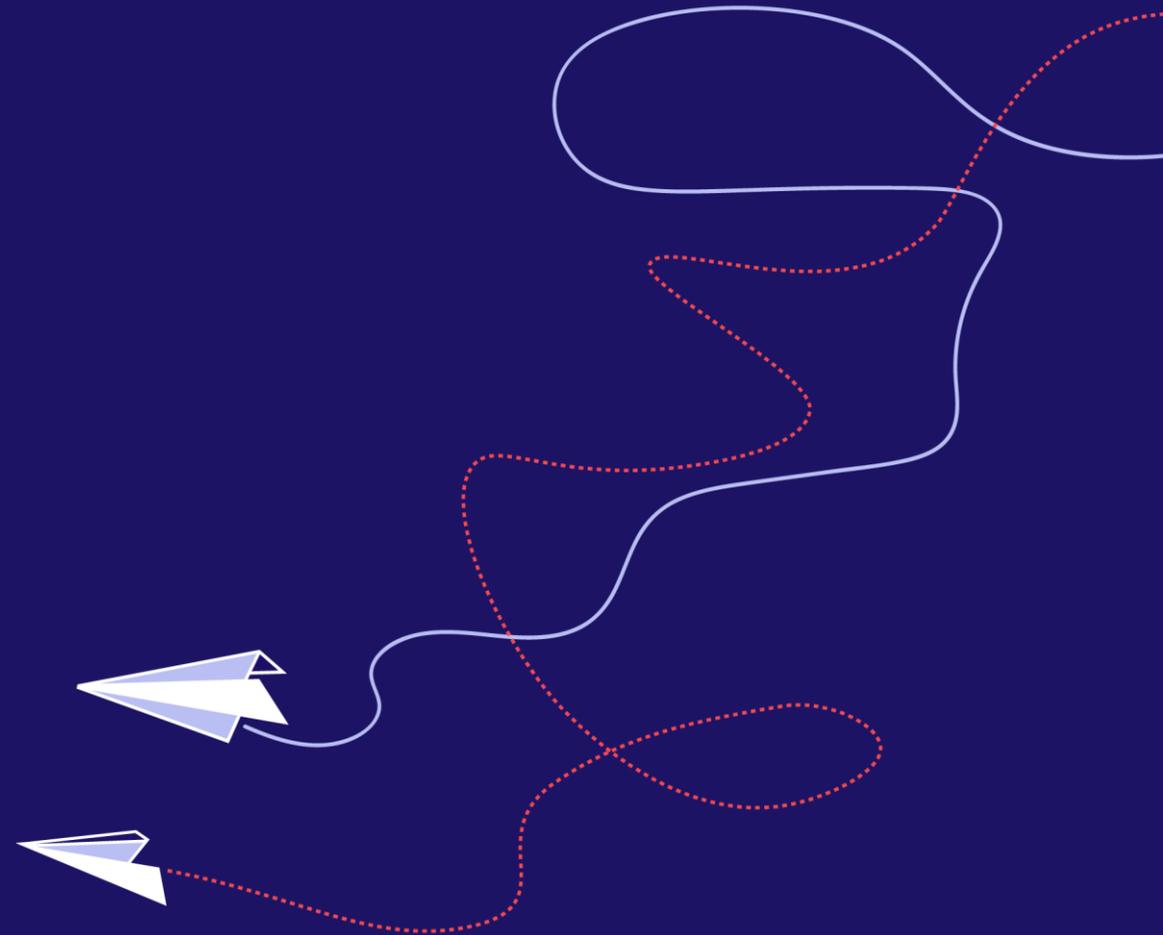


Kooperationsprojekte beantragen

Eine Kooperation der Creative Europe Desks
KULTUR aus Österreich, Luxemburg,
Liechtenstein und Deutschland



Europäische Kooperationsprojekte

Die Creative Europe Desks Culture LI, LU, AT, DE

Creative Europe
Desk KULTUR
Deutschland:

Lena Becker,
Kristin Fitzke,
Sophia Hodge,
Lukas Jank (ab 01.02.)
Lea Stöver

Creative Europe
Desk Culture
Luxemburg

Julie Mathieu

Creative Europe
Desk Culture
Österreich

Elisabeth Pacher

Creative Europe
Desk Culture
Liechtenstein

Sonja Näscher



- 01 Überblick

- 02 Part B: Application Form – Kapitel 1-4

- 03 Part B: Application Form – Work Plan & Work Packages & List of previous projects

- 04 Part B: Budget Form

- 05 Services der CEDs



- ✓ Im Projekt werden europäische Partnerorganisationen grenzüberschreitend zusammenarbeiten.
- ✓ Alle am Projekt beteiligten Partnerorganisationen sind juristische Personen, also z.B. Vereine, Unternehmen oder öffentliche Einrichtungen.
- ✓ Das Projekt wird einen Mehrwert für den europäischen Kultur- und Kreativsektor erbringen

Alle wichtigen Hinweise zu den formalen und inhaltlichen Kriterien im Förderbereich Kooperationsprojekte finden Sie in der [Aufnahme der erste Infosession vom 12.12.2024](#).

FUNDING & TENDERS OPPORTUNITY PORTAL (FTOP)

[Call für kleine, mittlere und große Kooperationsprojekte im FTOP](#)

REGISTRIERUNG

EU-LOGIN: Registrierung der Einzelperson im Onlinesystem

PARTICIPANT REGISTER:

- Registrierung der Organisation und Erhalt des Participant Identification Codes (PIC)
- Start des „Submission Service“ für veröffentlichte Ausschreibungen

Unser Tutorial zur Registrierung:

<https://www.youtube.com/watch?v=DuWdcmjRBiA&t=11s>

LEAR

LEAR Appointment: erst notwendig bei Förderzusage



01 Überblick

Part
A

Administrative Angaben in Antragsmaske und Kurzbeschreibung

Part
B

Application Form und Budget

Part
C

Angaben für statistische Zwecke in Antragsmaske

Eigenes
Tutorial bis
Anfang
Februar auf
[YouTube!](#)

01 Überblick

Part
A

Administrative Angaben in Antragsmaske und Kurzbeschreibung

Part
B

Application Form und Budget

Part
C

Angaben für statistische Zwecke in Antragsmaske

- 01 Überblick
- 02 Part B: Application Form – Kapitel 1-4
- 03 Part B: Application Form – Work Plan & Work Packages & List of previous projects
- 04 Part B: Budget Form
- 05 Services der CEDs

Call: [insert call identifier] — [insert call name]

EU Grants: Application form (GREA CULT and CROSS): V3.0 – 01.10.2024

TECHNICAL DESCRIPTION (PART B)

COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system. Page 1 with the grey IMPORTANT NOTICE box should be deleted before uploading.

Note: Please read carefully the conditions set out in the Call document (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.

| PROJECT | |
|----------------------|----------------------------------|
| Project name: | [project title] |
| Project acronym: | [acronym] |
| Coordinator contact: | [name NAME], [organisation name] |

TABLE OF CONTENTS

| | |
|---|-----------|
| ADMINISTRATIVE FORMS (PART A)..... | 3 |
| TECHNICAL DESCRIPTION (PART B)..... | 4 |
| COVER PAGE..... | 4 |
| PROJECT SUMMARY..... | 5 |
| 1. RELEVANCE..... | 5 |
| 1.1 Background and objectives..... | 5 |
| 1.2 Needs analysis..... | 5 |
| 1.3 Complementarity with other actions and innovation — European added value..... | 5 |
| 1.4 EU overarching priorities..... | 6 |
| 2. QUALITY OF CONTENT AND ACTIVITIES..... | 6 |
| 2.1 Concept, methodology and project design..... | 6 |
| 2.2 Partnership and consortium..... | 7 |
| 2.3 Target groups and audiences..... | 7 |
| 3. PROJECT MANAGEMENT..... | 7 |
| 3.1 Consortium management and decision-making..... | 7 |
| 3.2 Project teams, staff and outside resources..... | 8 |
| 3.3 Cost effectiveness and financial management..... | 8 |
| 3.4 Project management, quality assurance, risk management and monitoring and evaluation strategy..... | 8 |
| 4. DISSEMINATION..... | 9 |
| 4.1 Impact and ambition..... | 9 |
| 4.2 Communication, dissemination and visibility..... | 9 |
| 5.1 Work plan..... | 11 |
| 5.2 Work packages, activities, resources and timing..... | 11 |
| Work Package 1..... | 12 |
| Work Package | 15 |
| Staff effort (n/a for Lump Sum Grants: Creative Europe Desks, Circulation of European Literary Works, European Cooperation Projects)..... | 15 |
| Subcontracting..... | 16 |
| Events and trainings..... | 17 |
| Timetable..... | 18 |
| 6. OTHER..... | 20 |
| 6.1 Ethics..... | 20 |

Vorformatiertes Word-Dokument

Vorlage aus dem aktuellen Call nutzen

Fragen angelehnt an Vergabekriterien des Calls

Kapitel 1-4: Offene Fragen

Insgesamt max. 50 Seiten lang

als PDF ins Antragsportal hochladen

03 Part B Application Form Vergabekriterien

| Vergabekriterium | Punkte (mind.) | Punkte (max.) |
|-----------------------------------|----------------|---------------|
| Relevanz | 15 | 30 |
| Qualität von Inhalt & Aktivitäten | 15 | 30 |
| Projektmanagement | 10 | 20 |
| Verbreitung | 10 | 20 |

ABER: Förderung erst ab einem Score von 70/100

Lesen Sie sich die Vergabekriterien im Call Dokument durch!



Relevanz

1.1

Ziele und Hintergründe:

- Hintergründe erklären
- Ausgewähltes Ziel benennen: Transnationale Kreation oder Verbreitung oder Innovation

1.3

Europäischer Mehrwert:

- Komplementarität und Innovation beschreiben
- europäische Dimension der Aktivitäten erklären

1.2

Bedarfsanalyse:

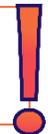
- Herausforderungen, Probleme, Lücken beschreiben
- Klare, messbare und realistische Projektziele definieren; neu: keine Indikatoren mehr

1.4

EU overarching priorities:

- Beitrag zu den vier Querschnittsthemen erläutern: Digitalität, Greening, Inklusion und Gender Equality, internationale Beziehungen

Lesen Sie die Hinweise im Application Form zu jeder Frage genau, bevor Sie Ihre Antwort formulieren!



Relevanz

1.3 Complementarity with other actions and innovation — European added value

[OPTION by default (all except Creative Europe Desks):

Complementarity with other actions and innovation

Explain how the project builds on the results of past activities carried out in the field and describe its innovative aspects. Explain how the activities are complementary to other activities carried out by other organisations.

Illustrate the European dimension of the activities: trans-national dimension of the project; impact/interest for a number of EU countries; possibility to use the results in other countries, potential to develop mutual trust/cross-border cooperation among EU countries, etc.

Which countries will benefit from the project (directly and indirectly)? Where will the activities take place?

Insert text

#\$COM-PLE-CPS# #SPRJ-OBJ-POS# #IMP-ACT-IA@#

[OPTION for Creative Europe Desks:

Complementarity with other actions and innovation

Illustrate the European dimension of the activities: trans-national dimension of the project; impact/interest for a number of EU countries; possibility to use the results in other countries, potential to develop mutual trust/cross-border cooperation among participating countries, etc.

Which countries will benefit from the project (directly and indirectly)? Where will the activities take place?

Insert text

Synergies with other EU funding programmes

Describe any synergies/complementarities with other EU funding programmes. Explain how you intend to ensure an exchange of information between the offices/coordinators and any networking activities.

Insert text

#\$COM-PLE-CPS# #IMP-ACT-IA@#

Ausfüllen in 1.3:

- Frage zu „Complementarity...“ muss beantwortet werden.

Nicht ausfüllen in 1.3:

- Fragen, die sich NUR an Creative Europe Desks richten [OPTION for Creative Europe Desks]
- Die Felder dürfen gelöscht werden.

Qualität von Inhalten und Aktivitäten

2.1

Konzept, Methodik und Projektdesign

- Konzept und Methodik erklären (Wie und warum?)
- Aufbau darlegen (Was?)
- Angaben zu „financial support to 3rd parties“ (mehr dazu im Budgetteil)

Neu: Frage zu Konzept, Methodik und Projektdesign ist nur noch eine Frage!

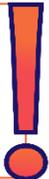


2.2

Partnerschaft und Konsortium:

- Partner beschreiben
- Bisherige Zusammenarbeit und Genese erklären
- Aufgabenverteilung und Expertisen darstellen

Neu: Fokus auf Genese; wichtig: Qualität der Kooperation aufzeigen

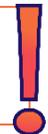


2.3

Zielgruppen und Publikum:

- Zielgruppen definieren
- Mehrwert für Zielgruppen benennen

Lesen Sie die Hinweise im Application Form zu jeder Frage genau, bevor Sie Ihre Antwort formulieren!



Projektmanagement

3.1

Organisations- und Entscheidungsstrukturen:

- Strukturen für Management und Entscheidungsfindung beschreiben

3.2

Projektteam:

- Auflistung aller beteiligten Personen, ihrer Expertise und Aufgaben (kohärent mit Budget)
- Ggf. Angaben zu Beteiligung Externer

3.3

Finanzmanagement:

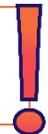
- Kosteneffizienz und faire Bezahlung sichern
- Finanzsteuerung benennen

3.4

Risikomanagement, Monitoring und Evaluierung:

- Maßnahmen beschreiben, um Risiken abzuwenden, die Qualität zu sichern und zu evaluieren
- Einzelne Risiken benennen

Lesen Sie die Hinweise im Application Form zu jeder Frage genau, bevor Sie Ihre Antwort formulieren!



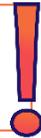
Verbreitung

4.1

Wirkung und Ambitionen:

- Auswirkungen auf den Sektor (kurz-, mittel- und langfristig) benennen
- Angestrebten Wandel beschreiben

Neu: nur noch eine Frage zu Wirkung!



4.2

Kommunikation, Verbreitung, Sichtbarkeit:

- Strategien für Kommunikation und Verbreitung darlegen
- Auf Zielgruppen eingehen

Lesen Sie die Hinweise im Application Form zu jeder Frage genau, bevor Sie Ihre Antwort formulieren!

Verbreitung

4. DISSEMINATION

4.1 Impact and ambition

Impact and ambition — Progress beyond the state-of-the-art *(n/a for Creative Europe Desks)*

Define the short, medium and long-term effects of the project.

Does the project aim to trigger change? If so, describe the changes envisaged and the degree of ambition (progress beyond the status quo/state-of-the-art).

What will happen after the EU funding ends? How could the project impact be sustained? How will the results be used?

Insert text

Impact on non-EU countries (if applicable) *(n/a for Creative Europe Desks)*

Please specify which country(ies) will benefit from the project and explain why the project is important for them?

Insert text

#SIMP-ACT-IA\$# #COM-DIS-VIS-CDV@#

Ausfüllen:

- Kästchen 1 muss ausgefüllt werden.
- Kästchen 2 muss ausgefüllt werden, wenn der Fall zutrifft.
- „(n/a for Creative Europe Desks)“ bedeutet, dass die Creative Europe Desks diese Fragen nicht beantworten müssen, wenn sie ihren EU-Antrag stellen

Das Antragsformular steht nur auf Englisch zur Verfügung. Der Antrag darf in jeder offiziellen EU-Sprache ausgefüllt werden.

Lesen Sie die Fragen und Erläuterungen genau durch.

Achten Sie darauf, gut verständliche Texte zu schreiben. Nutzen Sie gerne Formatierungen (wie Aufzählungen, Zwischenüberschriften etc.), um den Text zu strukturieren.

Instruktionen, Abschnitte etc., die für den Call NICHT gelten, dürfen gelöscht werden.

Bis Anfang Februar erstellen wir ein kommentiertes Antragsformular. Dieses erhalten Sie bei Ihrem Desk (z.B. Newsletter, Website etc.)

- 01 Überblick
- 02 Part B: Application Form – Kapitel 1-4
- 03 Part B: Application Form – Work Plan & Work Packages & List of previous projects
- 04 Part B: Budget Form
- 05 Services der CEDs

Call: [insert call identifier] — [insert call name]

EU Grants: Application form (GREA CULT and CROSS): V3.0 – 01.10.2024

TECHNICAL DESCRIPTION (PART B)

COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system. Page 1 with the grey IMPORTANT NOTICE box should be deleted before uploading.

Note: Please read carefully the conditions set out in the Call document (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.

| PROJECT | |
|----------------------|----------------------------------|
| Project name: | [project title] |
| Project acronym: | [acronym] |
| Coordinator contact: | [name NAME], [organisation name] |

TABLE OF CONTENTS

| | |
|---|----|
| ADMINISTRATIVE FORMS (PART A)..... | 3 |
| TECHNICAL DESCRIPTION (PART B)..... | 4 |
| COVER PAGE..... | 4 |
| PROJECT SUMMARY..... | 5 |
| 1. RELEVANCE..... | 5 |
| 1.1 Background and objectives..... | 5 |
| 1.2 Needs analysis..... | 5 |
| 1.3 Complementarity with other actions and innovation — European added value..... | 5 |
| 1.4 EU overarching priorities..... | 6 |
| 2. QUALITY OF CONTENT AND ACTIVITIES..... | 6 |
| 2.1 Concept, methodology and project design..... | 6 |
| 2.2 Partnership and consortium..... | 7 |
| 2.3 Target groups and audiences..... | 7 |
| 3. PROJECT MANAGEMENT..... | 7 |
| 3.1 Consortium management and decision-making..... | 7 |
| 3.2 Project teams, staff and outside resources..... | 8 |
| 3.3 Cost effectiveness and financial management..... | 8 |
| 3.4 Project management, quality assurance, risk management and monitoring and evaluation strategy..... | 8 |
| 4. DISSEMINATION..... | 9 |
| 4.1 Impact and ambition..... | 9 |
| 5. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING..... | 11 |
| 5.1 Work plan..... | 11 |
| 5.2 Work packages, activities, resources and timing..... | 11 |
| Work Package 1..... | 12 |
| Work Package | 15 |
| Staff effort (n/a for Lump Sum Grants: Creative Europe Desks, Circulation of European Literary Works, European Cooperation Projects)..... | 15 |
| Subcontracting..... | 16 |
| Events and trainings..... | 17 |
| Timetable..... | 18 |
| 6.1 Ethics..... | 20 |

5.1 Work Plan:

- Kurze Beschreibung der Struktur des Projektes (kann auch graphisch dargestellt werden)
- Kurz, knapp und verständlich

5.2 Work Packages, Events and Trainings–Liste und Zeitplan

Was sind Work Packages?

- Arbeitspakete
- Eine Hauptunterteilung des Projekts
- Eine Gruppierung der verschiedenen Aktivitäten
- Die Ebene zwischen dem Projekt und der Auflistung der einzelnen Aktivitäten

Wie viele Work Packages machen Sinn?

- Vom Projekt abhängig
- Empfehlung: je ein WP zu Projektmanagement und Kommunikation
- Für Kooperationsprojekte schätzungsweise: +/- 5, nicht mehr als 10

Jedes Work Packages enthält Tasks und Deliverables.

Work Packages können Milestones enthalten (ergibt vor allem bei Mittleren und Großen Kooperationsprojekten Sinn).

Task

Aktivität oder Aufgabe, die konkret umgesetzt wird; nicht zu kleinteilig formulieren, aber auf Nachvollziehbarkeit achten.

Deliverable

Projektleistungen („Liefergegenstände“), im Regelfall greifbare Produkte oder Projektergebnisse, die sowohl eindeutig identifizierbar als auch verifizierbar sind.

Milestones

Meilensteine oder Kontrollpunkte, an denen sich Entwicklung und Fortschritt des Projekts erfassen lassen. Kann einem „Key-Deliverable“ entsprechen, das erlaubt in eine nächste Phase des Projekts überzugehen.

Wie kann man das Erstellen der Work Packages angehen?

- Geplanten Aktivitäten (Tasks) auflisten: Was machen wir?
- Aktivitäten gruppieren: nicht auseinanderreißen, was zusammengehört!
- Rollen verteilen: Wer übernimmt welche Aufgaben?
- Zeitplan festlegen: Was passiert wann bzw. in welcher Abfolge?
- Vorzeigbare Ergebnisse (Deliverables) definieren: Was können wir am Ende vorzeigen?
- Beispiele im Call-Dokument lesen

| Work Package | Tasks | Deliverables |
|---|---|--|
| Management, administration & coordination | <ul style="list-style-type: none"> ▪ Planen und Vorbereitungen ▪ Meetings und Koordinationsaktivitäten ▪ Evaluation und Monitoring ▪ Finanzielles Management ▪ Vorbereitung der Berichte ▪ Maßnahmen overarching priorities ▪ etc. | <ul style="list-style-type: none"> ▪ Agenda oder Berichte der Meetings ▪ Berichte des Monitorings und der Evaluation ▪ Konzepte ▪ Zwischenberichte ▪ etc. |
| Communication & dissemination | <ul style="list-style-type: none"> ▪ Kommunikationskampagnen ▪ Kampagnen zur Verbreitung der Projektresultate ▪ Promotions-Events ▪ Produktion von Kommunikationsmaterial ▪ etc. | <ul style="list-style-type: none"> ▪ Kommunikationsplan und –strategie ▪ Webseite und Newsletter ▪ Veröffentlichungen (Broschüren, Flyer) ▪ Posts in den sozialen Netzwerken ▪ Statistiken der Webseite ▪ Presseberichte ▪ etc. |
| Artistic & creative expression | <ul style="list-style-type: none"> ▪ Vorbereitung der Koproduktion, Proben ▪ Konzerte, Festivals, Performances ▪ Ausstellungen, Messen ▪ Verbreitung von Kunstwerken und Repertoire ▪ Digitalisierung von Kulturerbes ▪ etc. | <ul style="list-style-type: none"> ▪ Probenplan ▪ Prototypen ▪ Koproduktionen (Theaterstück, Kunstwerk, Konzert, etc.) ▪ technologische Prokukte (neue App etc.) ▪ Digitalisiertes Material ▪ etc. |

Work Package 1: [Name, e.g. Project management and coordination]

Duration: M - M Lead Beneficiary: 1-Short name

Objectives

Activities and division of work (WP description)

| Task No (continuous numbering linked to WP) | Task Name | Description | Participants | | In-kind Contributions and Subcontracting (Yes/No and which) |
|--|-----------|-------------|--------------|--------------------------------|---|
| | | | Name | Role (COO, BEN, AE, AP, OTHER) | |
| T1.1 | | | | | |
| T1.2 | | | | | |
| | | | | | |

Milestones and deliverables (outputs/outcomes)

| Milestone No (continuous numbering not linked to WP) | Milestone Name | Work Package No | Lead Beneficiary | Description | Due Date (month number) | Means of Verification |
|---|----------------|-----------------|------------------|-------------|----------------------------|-----------------------|
| MS1 | | 1 | | | | |
| MS2 | | 1 | | | | |

| Deliverable No (continuous numbering) | Deliverable Name | Work Package No | Lead Beneficiary | Type | Dissemination Level | Due Date (month number) | Description (including format and |
|--|------------------|-----------------|------------------|------|---------------------|----------------------------|--------------------------------------|
| | | | | | | | |

12

Hinweise:

- Tasks und Deliverables sind verpflichtend
- Nicht verpflichtend: Milestones
- Die Tabelle im Application Form so oft copy&pasten, wie das Projekt Work Packages hat!

Call: [insert call identifier] — [insert call name]

EU Grants: Application form (CREA CULT and CROSS): V2.0 – 01.06.2022

| linked to WP) | | | | | | language) |
|---------------|--|---|--|--|---|-----------|
| D1.1 | | 1 | | [R — Document, report] /DEM — Demonstrator, pilot, prototype] /DEC —Websites, patent filings, videos, etc] /DATA — data sets, microdata, etc] /DMP — Data Management Plan] /ETHICS] /SECURITY] /OTHER] | [PU — Public] /SEN — Sensitive] /R-UE/EU-R — EU Classified] /C-UE/EU-C — EU Classified] /S-UE/EU-S — EU Classified] | |
| D1.2 | | 1 | | [R — Document, report] /DEM — Demonstrator, pilot, prototype] /DEC —Websites, patent filings, videos, etc] /DATA — data sets, microdata, etc] /DMP — Data Management Plan] /ETHICS] /SECURITY] /OTHER] | [PU — Public] /SEN — Sensitive] /R-UE/EU-R — EU Classified] /C-UE/EU-C — EU Classified] /S-UE/EU-S — EU Classified] | |

| Work Package 1: [Name, e.g. Project management and coordination] | | | | | | |
|--|----------------|---------------------------------|------------------|-----------------------------------|--|-----------------------|
| Duration: | | M X - M X | | Lead Beneficiary: | | 1-Short name |
| Objectives | | | | | | |
| ▪ | | | | | | |
| Activities and division of work (WP description) | | | | | | |
| Task No (continuous numbering linked to WP) | Task Name | Description | Participants | | In-kind Contributions and Subcontracting (Yes/No and which) | |
| | | | Name | Role (COO, BEN, AE, AP, OTHER) | | |
| T1.1 | | | | | | |
| T1.2 | | | | | | |
| | | | | | | |
| Milestones and deliverables (outputs/outcomes) | | | | | | |
| Milestone No (continuous numbering not linked to WP) | Milestone Name | Work Package No | Lead Beneficiary | Description | Due Date (month number) | Means of Verification |
| MS1 | | 1 | | | | |
| MS2 | | 1 | | | | |
| MS3 | | 1 | | | | |

Was gehört zu den Work Packages?

- Bezeichnung des WP
- Dauer (gemeint sind hier die Monate im Projekt, z.B. 1-24, und nicht die konkreten Daten)
- Lead Beneficiary
- Ziele
- Tasks mit Bezeichnung, Beschreibung, Rollenverteilung

| Deliverable No (continuous numbering linked to WP) | Deliverable Name | Work Package No | Lead Beneficiary | Type | Dissemination Level | Due Date (month number) | Description (including format and language) |
|--|------------------|--------------------|------------------|---|--|----------------------------|---|
| D1.1 | | 1 | | [R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC —Websites, patent filings, videos, etc] [DATA — data sets, microdata, etc] [DMP — Data Management Plan] [ETHICS] [SECURITY] [OTHER] | [PU — Public] [SEN — Sensitive] [R-UE/EU-R — EU Classified] [C-UE/EU-C — EU Classified] [S-UE/EU-S — EU Classified] | | |
| D1.2 | | 1 | | [R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC —Websites, patent filings, videos, etc] [DATA — data sets, microdata, etc] [DMP — Data Management Plan] [ETHICS] [SECURITY] [OTHER] | [PU — Public] [SEN — Sensitive] [R-UE/EU-R — EU Classified] [C-UE/EU-C — EU Classified] [S-UE/EU-S — EU Classified] | | |

Was gehört zu den Deliverables?

- Nummerierung, Bezeichnung, Zuteilung zu Partnern
- Dissemination Level: Public = darf veröffentlicht werden; Sensitive = nur intern
- Due Date = Monat, in dem man es abgibt
- Description kurz und knapp

Part B: Application Form Work Packages

Estimated budget — Resources (n/a for Lump Sum Grants: Creative Europe Desks, Circulation of European Literary Works, European Cooperation Projects)

| Participant | A. Personnel | | B. Subcontracting | C.1a Accommodation | C.2 Transport and services | C.3 Other goods, materials and services | D.1 Financial support to third parties | | E. Indirect costs | Total costs |
|--------------|-----------------|-------|-------------------|--------------------|----------------------------|---|--|-------|-------------------|-------------|
| | X person months | X EUR | | | | | X grants | X EUR | | |
| [name] | | | | | | X EUR | X grants | X EUR | X EUR | X EUR |
| [name] | | | | X travels | | X EUR | X prizes | X EUR | X EUR | X EUR |
| | | | | | | | | | | |
| Total | X person months | X EUR | X EUR | | | X EUR | X grants X prizes | X EUR | X EUR | X EUR |

For Lump Sum Grants (Creative Europe Desks, Circulation of European Literary Works, European Cooperation Projects) use the detailed budget table/calculator (annex 1 to Part B; see [Portal Reference Documents](#)).

Nicht ausfüllen und löschen:

- Tabelle Estimated Budget
- Tabelle Staff Effort per Work Package /per Participant

Staff effort (n/a for Lump Sum Grants: Creative Europe Desks, Circulation of European Literary Works, European Cooperation Projects)

Staff effort per work package
Fill in the summary on work package information and effort per work package.

| Work Package No | Work Package Title | Lead Participant No | Lead Participant Short Name | Start Month | End Month | Person-Months |
|----------------------------|--------------------|---------------------|-----------------------------|-------------|-----------|---------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| Total Person-Months | | | | | | |

Staff effort per participant
Fill in the effort per work package and Beneficiary. Please indicate the number of person/months over the period. Identify the work-package leader for each work package. **Figure in bold.**

| Participant | Total Person-Months |
|----------------------------|---------------------|
| [name] | |
| [name] | |
| Total Person-Months | |

Subcontracting

Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).

Subcontracting — Subcontracting means the implementation of 'action tasks', i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.

Note: Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.

Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of coordinator tasks).

| Work Package No | Subcontract No (continuous numbering linked to WP) | Subcontract Name (subcontracted action tasks) | Description (including task number and BEN/AE to which it is linked) | Estimated Costs (EUR) | Justification (why is subcontracting necessary?) | Best-Value-for-Money (how do you intend to ensure it?) |
|---|---|--|---|--------------------------|---|---|
| | S1.1 | | | | | |
| | S1.2 | | | | | |
| Other issues: <i>If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.</i> | | | Insert text | | | |

Subcontracting = Vergabe von Unteraufträgen

- Unteraufträge müssen entsprechend des ausgefüllten Budgets hier aufgelistet werden.
- Zur Definition von Subcontracting kommen wir im Kapitel Budget

Events and trainings

Events and trainings (including performances, residencies, exhibitions, workshops, conferences, etc. both face to face and virtual events are to be included).

This table is to be completed for events organised by the applicants as part of the activities in the work packages above

*Complete the table below with **realistic** estimates in terms of the number of attendees / participants / audience size. This data will be used in part to assess the success of the implementation of the project. Use your risk assessment to explain your mitigating measures.*

| Event No (continuous numbering linked to WP) | Participant | Description | | | | | Attendees |
|---|-------------|-------------|---|---|-----------------|--------------------|-----------|
| | | Name | Type | Area | Location | Duration (days) | Number |
| E1.1 | [name] | [name] | [insert type, e.g. training, workshop, conference, event, etc.] | [insert topics addressed, types of skills/knowledge acquired, etc.] | [city, country] | [number] | [number] |
| E1.2 | [name] | [name] | [insert type, e.g. training, workshop, conference, event, etc.] | [insert topics addressed, types of skills/knowledge acquired, etc.] | [city, country] | [number] | [number] |

Separate Auflistung aller Events und Trainings

- Keine internen Meetings mit Partnern oder für Projektsteuerung
- Participants = beteiligte Partner aus dem Projektkonsortium
- Attendees = zu erwartende Teilnehmendenzahl

Timetable

Timetable (projects up to 2 years)
 Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.
Note: Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline, you should indicate the timing of each activity per WP.

| ACTIVITY | MONTHS | | | | | | | | | | | | | | | | | | | | | | | |
|----------------|--------|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| | M 1 | M 2 | M 3 | M 4 | M 5 | M 6 | M 7 | M 8 | M 9 | M 10 | M 11 | M 12 | M 13 | M 14 | M 15 | M 16 | M 17 | M 18 | M 19 | M 20 | M 21 | M 22 | M 23 | M 24 |
| Task 1.1 - ... | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | | | | | | | | | | | | | |
| Task 1.2 - ... | | | | | | | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | | | | | |
| Task ... | | | | | | | | | | ■ | ■ | ■ | ■ | ■ | ■ | | | | | | | | | |

Timetable (projects of more than 2 years)
 Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.
Note: Use actual calendar years and quarters. In the timeline, you should indicate the timing of each activity per WP. You may add additional columns if your project is longer than 6 years.

| ACTIVITY | YEAR 1 | | | | YEAR 2 | | | | YEAR 3 | | | | YEAR 4 | | | | YEAR 5 | | | | YEAR 6 | | | |
|----------------|--------|-----|-----|-----|--------|-----|-----|-----|--------|-----|-----|-----|--------|-----|-----|-----|--------|-----|-----|-----|--------|-----|-----|-----|
| | Q 1 | Q 2 | Q 3 | Q 4 | Q 1 | Q 2 | Q 3 | Q 4 | Q 1 | Q 2 | Q 3 | Q 4 | Q 1 | Q 2 | Q 3 | Q 4 | Q 1 | Q 2 | Q 3 | Q 4 | Q 1 | Q 2 | Q 3 | Q 4 |
| Task 1.1 - ... | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | | | | | | | | | | | | | |
| Task 1.2 - ... | | | | | | | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | | | | | |
| Task ... | | | | | | | | | | | | ■ | ■ | ■ | ■ | ■ | | | | | | | | |

#\$WRK-PLA-WP\$#

Zeitplan

- Zwei Versionen: für Projekte bis 2 Jahre und länger als 2 Jahre – nur eine ausfüllen, die andere löschen!
- Wie bei den Work Packages: Monate beziehen sich nicht auf konkrete Daten, sondern sind Projektmonate (1, 2, 3...48).
- Muss mit vorherigen Angaben im Projekt übereinstimmen.

LIST OF PREVIOUS PROJECTS

| List of previous projects | | | | | |
|--|---|-----------------------------|-------------------------------|--------------|------------------|
| <i>Please provide a list of your previous projects for the last 4 years.</i> | | | | | |
| Participant | Project Reference No and Title, Funding programme | Period (start and end date) | Role (COO, BEN, AE, OTHER) | Amount (EUR) | Website (if any) |
| [name] | | | | | |
| [name] | | | | | |
| | | | | | |

Vorangegangene Projekte aller Partner

- Relevante Projekte (nicht nur EU geförderte) aller Partner aus den letzten vier Jahren auflisten.
- Nutzt die EU zur Bewertung der „operational capacity“.
- Angaben so gut wie möglich machen (z.B. „project reference number“ nur wenn vorhanden).
- Die Tabelle findet sich auf der letzten Seite des Application Forms.
- Ausfüllen und als eigenes Dokument speichern und hochladen.

- 01 Überblick

- 02 Part B: Application Form – Kapitel 1-4

- 03 Part B: Application Form – Work Plan & Work Packages & List of previous projects

- 04 Part B: Budget Form

- 05 Services der CEDs

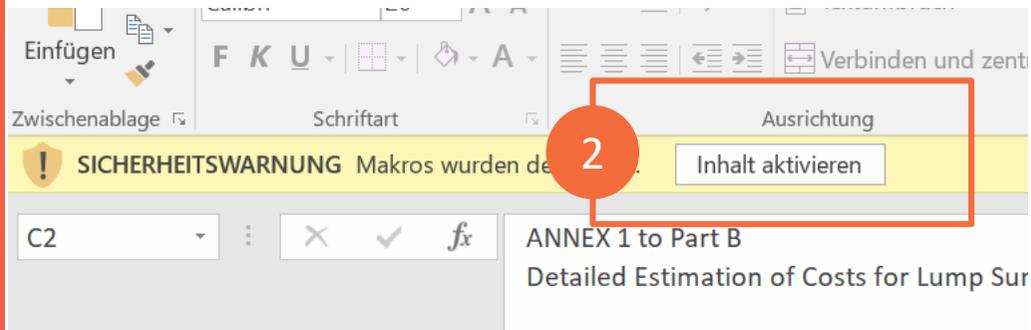
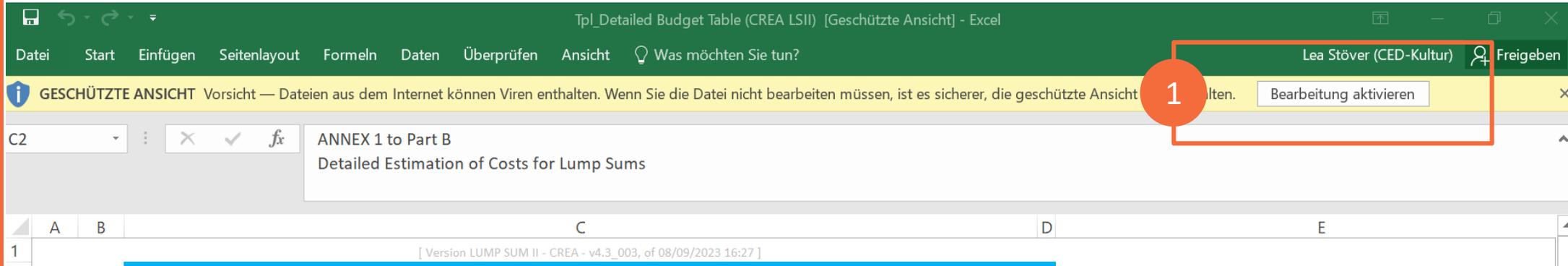
05 Part B: Budget Form

Hinweise: Partner und Aufteilung der EU-Förderung

- Budget = Kostenplan
- Ein Budget pro Projekt (inkl. einzelner Budgetblätter pro Partner)
- Partner = Beneficiary (Abkürzung: BE)
- Seit 2021: Ko-Finanzierungsrate (60-80% je nach Kategorie) gilt pro Partner

Hinweise: Budgetlogik

- Seit 2021: customised lump sums (= angepasste Pauschalbeträge)
- Kein Finanzbericht am Ende des Projektes
- Einhaltung der Deliverables entscheidet über finale Auszahlung der EU-Förderung
- Direkte Kosten: alle Kosten, die direkt durch die Umsetzung des Projektes anfallen
- Indirekte Kosten: laufende Kosten, 7% pro Partner
- Budget ist ein Excel mit Makros (.xlsm)



Schritt 1: Bearbeitung aktivieren
Schritt 2: Inhalt aktivieren

**Sie müssen zu keinem Zeitpunkt ein
Passwort eingeben oder den
Schreibschutz aufheben.**

| FILL IN THE VALUES BELOW BEFORE STARTING: | |
|---|---------------------------------|
| Insert the name of your call : | Small Scale Cooperation Project |
| Insert the acronym of your project : | Test Project Desk Event |
| Maximum grant amount as stipulated in the call : | 200.000,00 € |
| Maximum co-financing rate as stipulated in the call : | 80,00% |

The document which will be created with format .XLSX will be saved in the same folder where this workbook .XLSM is currently placed.

Create XLSX doc

Double-Click to act

You can customize here the categories of employees that correspond to your organisation (example: Senior Staff, Junior Staff, ...). Please, note that this definition is common to all Work Packages for all Beneficiaries.

| A. DIRECT PERSONNEL COSTS | |
|--|--|
| A1. Employees (or equivalent) person months (you can change the types based on your structure) | |
| Project Manager | |
| Project Assistant | |
| Communication Manager | |
| Artistic Staff | |
| Other | |

| | | | | | | | | | |
|---|--------------|--------------------|--------------------|--------|----------------------------|-----------------|----------------|---------------------|-----------|
| 1 | Instructions | Beneficiaries List | Work Packages List | BE 001 | Estim costs of the project | Proposal Budget | BE-WP Overview | BE-WP Person Months | Depre ... |
|---|--------------|--------------------|--------------------|--------|----------------------------|-----------------|----------------|---------------------|-----------|

Schritt 1: Instructions lesen (hier nicht abgebildet)
Schritt 2: Angaben zum Call und Projekt ausfüllen
Schritt 3: Bezeichnungen für Personal ausfüllen

| List of Beneficiaries and Affiliated Entities | | | |
|---|------------|---------|--------------|
| BE NR/AE | BE/TP name | Acronym | Country |
| BE 001 | Festival 1 | F1 | Germany (DE) |
| BE 002 | Festival 2 | F2 | Italy (AL) |
| BE 003 | Festival 3 | F3 | Belgium (BE) |

1

| Actions (double-click to activate) | |
|------------------------------------|--------------------------|
| APPLY CHANGES | Add a Beneficiary |
| Remove this Beneficiary | Add an Affiliated Entity |
| Remove this Beneficiary | Add an Affiliated Entity |
| Remove this Beneficiary | Add an Affiliated Entity |

2

1

Schritt 1: Partner eintragen
Schritt 2: auf „Apply changes“ klicken

► ... **Beneficiaries List** Work Packages List BE 001 BE 002 BE 003 Estim costs of the project Proposal Budget BE-WP Overview BE-WP Person Months C ...



List of Work Packages

| WP Nbr | WP Label |
|--------|---------------|
| WP 001 | Management |
| WP 002 | Communication |
| WP 003 | Production |

1

APPLY CHANGES

Remove this Work Package

2

Remove this Work Package

Remove this Work Package

Actions (double-click to activate)

Add a Work Package

1

Schritt 1: Work Packages eintragen
Schritt 2: auf „Apply changes“ klicken

► ... Beneficiaries List **Work Packages List** BE 001 BE 002 BE 003 Estim costs of the project Proposal Budget BE-WP Overview BE-WP Person Months



| BE 002 | | Festival2 | | BE 002 | | |
|--|-------|---------------|-------------------------|----------------|----------------|--|
| | UNITS | COST PER UNIT | BENEFICIARY TOTAL COSTS | TOTAL COSTS | | |
| Total WORK PACKAGES | | | | 180.188 | 180.188 | |
| Management | | | | | | |
| A. DIRECT PERSONNEL COSTS | | | | | | |
| A.1 Employees (or equivalent) person months | | | | | | |
| Project Management | 24 | 3.000 | 72.000 | 72.000 | | |
| Artistic Staff | | | - | - | | |
| Communication Staff | | | - | - | | |
| Type 4 | | | - | - | | |
| Other | | | - | - | | |
| A.2 Natural persons under direct contract | | | | | | |
| A.3 Seconded persons | | | | | | |
| A.4 SME Owners without salary | | | | | | |
| A.5 Volunteers | | | | | | |
| B. Subcontracting costs | | | | | | |
| C. Purchase costs | | | | | | |
| C.1 Travel and subsistence per travel or day | | | | | | |
| Travel | 10 | 500 | 5.000 | 5.000 | | |
| Accommodation | 10 | 150 | 1.500 | 1.500 | | |
| Subsistence | 10 | 50 | 500 | 500 | | |
| C.2 Equipment (please refer to the Depreciation Cost sheet) | | | | | | |
| C.3 Other goods, works and services | | | | | | |
| Consumables | | | - | - | | |
| Services for Meetings, Seminars, Events | 1 | 3.000 | 3.000 | 3.000 | | |
| Services for communication/promotion/dissemination | | | - | - | | |
| Website | | | - | - | | |
| Fees (artistic, speakers, writing, cast, rights, etc.) | | | - | - | | |
| Production costs and technical costs of prototyping | | | - | - | | |
| Short-term rental of surfaces, venues or studios (eg for productions, rehearsals, events etc.) | | | - | - | | |
| Other (please specify details under worksheet "Comments") | | | - | - | | |
| D. Other cost categories | | | | | | |
| D.1 Financial support to third parties | | | | | | |
| TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D) | | | | 94.400 | 94.400 | |
| E. Indirect costs 7% (rounded to zero decimals) | | | | | | |
| TOTAL COSTS (A+B+C+D+E) | | | | 99.398 | 99.398 | |
| Communication | | | | | | |
| A. DIRECT PERSONNEL COSTS | | | | | | |
| A.1 Employees (or equivalent) person months | | | | | | |
| Project Management | | | 19.200 | 19.200 | | |
| Artistic Staff | | | - | - | | |
| Communication Staff | 24 | 800 | 19.200 | 19.200 | | |
| Type 4 | | | - | - | | |
| Other | | | - | - | | |
| A.2 Natural persons under direct contract | | | | | | |
| A.3 Seconded persons | | | | | | |
| A.4 SME Owners without salary | | | | | | |
| A.5 Volunteers | | | | | | |
| B. Subcontracting costs | | | | | | |
| C. Purchase costs | | | | | | |
| C.1 Travel and subsistence per travel or day | | | | | | |
| Travel | 4 | 500 | 2.000 | 2.000 | | |
| Accommodation | 4 | 150 | 600 | 600 | | |
| Subsistence | 4 | 50 | 200 | 200 | | |
| C.2 Equipment (please refer to the Depreciation Cost sheet) | | | | | | |
| C.3 Other goods, works and services | | | | | | |
| Consumables | | | - | - | | |
| Services for Meetings, Seminars, Events | | | - | - | | |
| Services for communication/promotion/dissemination | 5 | 2.000 | 10.000 | 10.000 | | |
| Website | 3 | 3.500 | 10.500 | 10.500 | | |
| Fees (artistic, speakers, writing, cast, rights, etc.) | | | - | - | | |
| Production costs and technical costs of prototyping | | | - | - | | |
| Short-term rental of surfaces, venues or studios (eg for productions, rehearsals, events etc.) | | | - | - | | |
| Other (please specify details under worksheet "Comments") | | | - | - | | |
| D. Other cost categories | | | | | | |
| D.1 Financial support to third parties | | | | | | |
| TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D) | | | | 42.500 | 42.500 | |
| E. Indirect costs 7% (rounded to zero decimals) | | | | | | |
| TOTAL COSTS (A+B+C+D+E) | | | | 45.475 | 45.475 | |
| Production | | | | | | |
| A. DIRECT PERSONNEL COSTS | | | | | | |
| A.1 Employees (or equivalent) person months | | | | | | |
| Project Management | | | - | - | | |
| Artistic Staff | | | - | - | | |
| Communication Staff | | | - | - | | |
| Type 4 | | | - | - | | |
| Other | | | - | - | | |
| A.2 Natural persons under direct contract | | | | | | |
| A.3 Seconded persons | | | | | | |
| A.4 SME Owners without salary | | | | | | |
| A.5 Volunteers | | | | | | |
| B. Subcontracting costs | | | | | | |
| C. Purchase costs | | | | | | |
| C.1 Travel and subsistence per travel or day | | | | | | |
| Travel | 10 | 500 | 5.000 | 5.000 | | |
| Accommodation | 10 | 150 | 1.500 | 1.500 | | |
| Subsistence | 10 | 50 | 500 | 500 | | |
| C.2 Equipment (please refer to the Depreciation Cost sheet) | | | | | | |
| C.3 Other goods, works and services | | | | | | |
| Consumables | | | - | - | | |
| Services for Meetings, Seminars, Events | 5 | 3.000 | 15.000 | 15.000 | | |
| Services for communication/promotion/dissemination | | | - | - | | |
| Website | | | - | - | | |
| Fees (artistic, speakers, writing, cast, rights, etc.) | 3 | 5.000 | 15.000 | 15.000 | | |
| Production costs and technical costs of prototyping | 1 | 2.000 | 2.000 | 2.000 | | |
| Short-term rental of surfaces, venues or studios (eg for productions, rehearsals, events etc.) | 5 | 500 | 2.500 | 2.500 | | |
| Other (please specify details under worksheet "Comments") | | | - | - | | |
| D. Other cost categories | | | | | | |
| D.1 Financial support to third parties | | | | | | |
| TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D) | | | | 41.500 | 41.500 | |
| E. Indirect costs 7% (rounded to zero decimals) | | | | | | |
| TOTAL COSTS (A+B+C+D+E) | | | | 44.405 | 44.405 | |

Pro Partner und Work Package ausfüllen.



BE 001

BE 001

BE 001

Festival 1

Festival 1

UNITS

COST
PER UNITBENEFICIARY
TOTAL COSTS

BE+AE TOTAL COSTS

Total WORK PACKAGES:

115.720,50

115.720,50

Management**A. DIRECT PERSONNEL COSTS****A1. Employees (or equivalent) person months**

Project Manager

12,00

3.000,00

36.000,00

36.000,00

Project Assistant

-

-

Communication Manager

-

-

Artistic Staff

-

-

Other

-

-

A.2 Natural persons under direct contract

-

-

A.3 Seconded persons

-

-

A.4 SME Owners without salary

-

-

A.5 Volunteers

-

-

B. Subcontracting costs (please specify details under worksheet "Comments")

-

-

C. Purchase costs

11.000,00

11.000,00

C.1 Travel and subsistence per travel or day

7.000,00

7.000,00

Travel

10,00

500,00

5.000,00

5.000,00

Accommodation

10,00

150,00

1.500,00

1.500,00

Subsistence

10,00

50,00

500,00

500,00

C.2 Equipment (please refer to the Depreciation Cost sheet)

1,00

1.000,00

1.000,00

1.000,00

C.3 Other goods, works and services

3.000,00

3.000,00

Consumables

-

-

Services for Meetings, Seminars, Events

1,00

3.000,00

3.000,00

3.000,00

Services for communication/promotion/dissemination

-

-

Website

-

-

Fees (artistic, speakers, writing, cast, rights, etc)

-

-

Production costs and technical costs of prototyping

-

-

Short-term rental of surfaces, venues or studios (eg for productions, rehearsals, events etc.)

-

-

Other (please specify details under worksheet "Comments")

-

-

D. Other cost categories

-

-

WP 001

Communication

| | | | | | |
|--|------|-----------|-----------|-----------|-----------|
| A. DIRECT PERSONNEL COSTS | | | | 12.000,00 | 12.000,00 |
| A1. Employees (or equivalent) person months | | | | 12.000,00 | 12.000,00 |
| Project Manager | | | - | - | - |
| Project Assistant | | | - | - | - |
| Communication Manager | 6,00 | 2.000,00 | 12.000,00 | 12.000,00 | 12.000,00 |
| Artistic Staff | | | - | - | - |
| Other | | | - | - | - |
| A.2 Natural persons under direct contract | | | - | - | - |
| A.3 Seconded persons | | | - | - | - |
| A.4 SME Owners without salary | | | - | - | - |
| A.5 Volunteers | | | - | - | - |
| B. Subcontracting costs (please specify details under worksheet "Comments") | 1,00 | 10.000,00 | 10.000,00 | 10.000,00 | 10.000,00 |
| C. Purchase costs | | | | 6.000,00 | 6.000,00 |
| C.1 Travel and subsistence per travel or day | | | - | - | - |
| Travel | | | - | - | - |
| Accommodation | | | - | - | - |
| Subsistence | | | - | - | - |
| C.2 Equipment (please refer to the Depreciation Cost sheet) | | | - | - | - |
| C.3 Other goods, works and services | | | 6.000,00 | 6.000,00 | 6.000,00 |
| Consumables | | | - | - | - |
| Services for Meetings, Seminars, Events | | | - | - | - |
| Services for communication/promotion/dissemination | 6,00 | 1.000,00 | 6.000,00 | 6.000,00 | 6.000,00 |
| Website | | | - | - | - |
| Fees (artistic, speakers, writing, cast, rights, etc) | | | - | - | - |
| Production costs and technical costs of prototyping | | | - | - | - |
| Short-term rental of surfaces, venues or studios (eg for productions, rehearsals, events etc.) | | | - | - | - |
| Other (please specify details under worksheet "Comments") | | | - | - | - |
| D. Other cost categories | | | | - | - |
| D.1 Financial support to third parties | | | - | - | - |
| TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D) | | | | 28.000,00 | 28.000,00 |
| E. Indirect costs 7% | | | | 1.960,00 | 1.960,00 |
| TOTAL COSTS (A+B+C+D+E) - | | | | 29.960,00 | 29.960,00 |

| Production | | | | | |
|--|--|------|----------|-----------|-----------|
| A. DIRECT PERSONNEL COSTS | | | | 3.750,00 | 3.750,00 |
| A1. Employees (or equivalent) person months | | | | 3.750,00 | 3.750,00 |
| Project Manager | | | | - | - |
| Project Assistant | | 2,50 | 1.500,00 | 3.750,00 | 3.750,00 |
| Communication Manager | | | | - | - |
| Artistic Staff | | | | - | - |
| Other | | | | - | - |
| A.2 Natural persons under direct contract | | | | - | - |
| A.3 Seconded persons | | | | - | - |
| A.4 SME Owners without salary | | | | - | - |
| A.5 Volunteers | | | | - | - |
| B. Subcontracting costs (please specify details under worksheet "Comments") | | | | - | - |
| C. Purchase costs | | | | 29.400,00 | 29.400,00 |
| C.1 Travel and subsistence per travel or day | | | | 4.900,00 | 4.900,00 |
| Travel | | 7,00 | 500,00 | 3.500,00 | 3.500,00 |
| Accommodation | | 7,00 | 100,00 | 700,00 | 700,00 |
| Subsistence | | 7,00 | 100,00 | 700,00 | 700,00 |
| C.2 Equipment (please refer to the Depreciation Cost sheet) | | | | - | - |
| C.3 Other goods, works and services | | | | 24.500,00 | 24.500,00 |
| Consumables | | | | - | - |
| Services for Meetings, Seminars, Events | | 5,00 | 500,00 | 2.500,00 | 2.500,00 |
| Services for communication/promotion/dissemination | | | | - | - |
| Website | | | | - | - |
| Fees (artistic, speakers, writing, cast, rights, etc) | | 7,00 | 3.000,00 | 21.000,00 | 21.000,00 |
| Production costs and technical costs of prototyping | | | | - | - |
| Short-term rental of surfaces, venues or studios (eg for productions, rehearsals, events etc.) | | 5,00 | 200,00 | 1.000,00 | 1.000,00 |
| Other (please specify details under worksheet "Comments") | | | | - | - |
| D. Other cost categories | | | | - | - |
| D.1 Financial support to third parties | | | | - | - |
| TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D) | | | | 33.150,00 | 33.150,00 |
| E. Indirect costs 7% | | | | 2.320,50 | 2.320,50 |
| TOTAL COSTS (A+B+C+D+E) - | | | | 35.470,50 | 35.470,50 |

[Click here to go to the column
Max TOTAL EU Contribution](#)

| | | |
|--|-------------------------------------|------------------------------------|
| TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D) | E. Indirect costs 7% | TOTAL COSTS (A+B+C+D+E) |
|--|-------------------------------------|------------------------------------|

**Max TOTAL EU
Contribution**
 =
 80 %
 of 294.410,50 €
 or
 200.000,00 €

**Max TOTAL EU
Contribution**

| | | | | | |
|--------------|-------------------|-------------------|------------------|-------------------|-------------------|
| Festival 1 | F1 | 107.150,00 | 7.500,50 | 114.650,50 | 77.884,79 |
| Festival 2 | F2 | 72.000,00 | 5.040,00 | 77.040,00 | 52.335,09 |
| Festival 3 | F3 | 96.000,00 | 6.720,00 | 102.720,00 | 69.780,12 |
| TOTAL | Consortium | 275.150,00 | 19.260,50 | 294.410,50 | 200.000,00 |

- ▶ ...
- Beneficiaries List
- Work Packages List
- BE 001
- BE 002
- BE 003
- Estim costs of the project
- Proposal Budget**
- BE-WP Overview
- BE-WP Person Months



**Gesamtkosten und Verteilung des EU-
Beitrages werden automatisch
angezeigt.**

| <i>BE nr</i> | <i>Beneficiary name</i> | <i>WP nr</i> | <i>Work Package name</i> | <i>Resource type</i> | <i>Short name of the investments</i> | <i>Date of purchase</i> |
|--------------|-------------------------|--------------|--------------------------|----------------------|--------------------------------------|-------------------------|
| 1 | Festival 1 | 1 | Management | Equipment | Laptop | 01.11.2024 |
| 2 | Festival 2 | 1 | Management | Equipment | Laptop | 01.11.2024 |
| 3 | Festival 3 | 1 | Management | Equipment | Laptop | 01.11.2024 |
| | | | | | | |

| <i>Purchase cost</i> | <i>% used for the project</i> | <i>% use for lifetime of the investment</i> | <i>Charged depreciation costs per investment</i> | <i>Justification: Needed info for depreciation</i> |
|----------------------|-------------------------------|---|--|--|
| 1.000 | 100% | 100% | 1.000 | |
| 1.000 | 100% | 100% | 1.000 | |
| 1.000 | 100% | 100% | 1.000 | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |



Die Tabelle „Depreciation Costs“ (Abschreibung) nur ausfüllen, wenn Kosten für Equipment angegeben wurden.

Die Kalkulation der **Personalkosten** muss in Monaten (1 = 1 Vollzeitäquivalent) stattfinden und auf realen Kosten beruhen.
Employees = angestelltes Personal

- **Natural person under direct contract** = Mitarbeitende im Projekt ohne Arbeitsvertrag, aber diesen gleichgestellt (z.B. feste Freie, Honorarkräfte)
- **Seconded persons** = überlassenes Personal
- **SME own without salary** = Geschäftsführer:in ohne Gehalt
- **Volunteers** = Kategorie darf NICHT genutzt werden

Die Angaben zu Personalkosten im Budget müssen mit Tabelle im Application Form 3.2 übereinstimmen.

Reisekosten müssen auf den [Vorgaben der EU](#) beruhen, sind aber meist eine „Mischkalkulation“. Diese sollte begründet werden.

Subcontracting trifft nur zu, wenn ein externer Dienstleister eine komplette Task in einem Work Package übernimmt. Alles andere fällt unter „Service“

- ▶ Nutzen Sie den **Any Comments** Bereich, um das Budget zu erklären!
- ▶ Excel immer im Format **.xlsm** speichern (Excel mit Makros) und finale Excel im Format im Format **.xlsx** oder **.xls** im FTOP hochladen.
- ▶ Kohärente Angaben zu Budget (Excel, Part A und ggf. in Detailed Project Description)

- 01 Überblick
- 02 Part B: Application Form – Kapitel 1-4
- 03 Part B: Application Form – Work Plan & Work Packages & List of previous projects
- 04 Part B: Budget Form
- 05 Services der CEDs

06 Services der Creative Europe Desks

Beratung und Antragschecks

- Wir bieten individuelle Antragschecks und Beratung an.
- Besonderheit für deutsche Antragsteller:innen:
 - Dokumente müssen mind. 4 Wochen vor Frist vorliegen
 - Antragscheck nur [nach Anmeldung](#)
- Antragsteller:innen aus Österreich, Luxemburg und Liechtenstein kontaktieren bitte möglichst frühzeitig ihr Creative Europe Desk für weitere Absprachen.

Weitere Angebote

- 29.01.2025 | 10-12 Uhr | Infosession der EACEA zum aktuellen Call | [Weitere Infos und Teilnahme](#)
- FAQ im FTOP wird in den nächsten Tagen veröffentlicht
- ab 13.02.2025 regelmäßige Q&A Sessions, donnerstags | 10-11 Uhr | Zoom | [Anmeldung hier](#)

06 Services der Creative Europe Desks

 [Call & Antragsverfahren im FTOP COOP1
für Kleine Kooperationsprojekte](#)

 [Call & Antragsverfahren im FTOP COOP2
für Mittlere Kooperationsprojekte](#)

 [Call & Antragsverfahren im FTOP COOP23
für Große Kooperationsprojekte](#)

[Glossar](#)
mit allen Begriffen aus der Antragstellung

[Tutorial](#)
zur Registrierung im FTOP (Funding & tender opportunities Portal)

06 Unsere Kontakte



Creative Europe Desk Culture Liechtenstein

Sonja Näscher

+42 3 236 63 52

desk.kreativeseuropa@llv.li

www.llv.li/de/landesverwaltung/amt-fuer-kultur/kulturschaffen/kreatives-europa



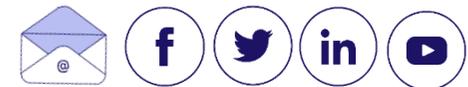
Creative Europe Desk Culture Luxemburg

Julie Mathieu

+325 247 866 17

julie.mathieu@creative-europe.etat.lu

www.creative-europe.lu



Creative Europe Desk Culture Österreich

Elisabeth Pacher

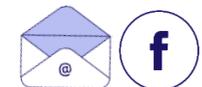
+43 1 71606 – 851115

elisabeth.pacher@bmkoes.gv.at

www.creativeeurope.at



Bundesministerium
Kunst, Kultur,
öffentlicher Dienst und Sport



Creative Europe Desk KULTUR Deutschland

+49 228 201 67 10

info@ced-kultur.eu

www.kultur.creative-europe-desk.de

