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Residency Action

Guide for Selected Residency Hosts

For legal entities selected in 2023

Culture Moves Europe

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From selection to final reporting: a step by step guide for the implementation of a Culture Moves Europe residency project.

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Guide for Selected Residency Hosts

Purpose of the Guide

The **Guide for Selected Residency Hosts** provides key information about the grant agreement to be signed between the selected hosts and the Goethe-Institut, as well as essential steps and rules to ensure a smooth implementation of the residency project, from the selection to final reporting.

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GOETHE INSTITUT

I. Contractual agreement between the Host and the Goethe-Institut

1. What is the Grant Agreement?

After successful submission and validation of requested information, as part of the Phase 2 of the selection process (e.g. details of participating A&CP, duration, etc), the Culture Moves Europe will confirm the award of the grant.

If the grant is awarded, a contract, called '**grant agreement',** is signed between the Goethe-Institut and the selected host.

The grant agreement defines what activities will be undertaken, the project duration, overall budget, all rights and obligations, and more.

2. Calculation and payment of the residency grant

Calculation of the residency grant

The residency grant is calculated based on the number of participants A&CPs and the length of the residency project.

The residency grant must be adapted during and after the implementation of the residency project in case of changes or default to provide sufficient information.

The residency grant is composed of:

A. Hosting costs: financial support given to the host to contribute to expenses related to the accommodation of the A&CPs and the implementation of the residency project.

B. Mobility grant: amount to be paid by the host to the A&CPs

- **Travel allowance**: It covers expenses for both directions of travel (from the place of residence to the place of destination, and back to the place of residence).
- **Daily allowance**: Contributes to the daily costs (such as food, local transportation, etc.) of each participants A&CPs.

C. Top-ups: Additional financial supports based on individual needs of each A&CP. They reflect on the sustainability and inclusive aspects promoted by Culture Moves Europe. Regarding the disability support, the participating A&CP will communicate their needs directly to Culture Moves Europe.

Residency grant

Allocated to the host:

A. *Hosting costs*	**Hosting costs:** €35 *Amount per day, per A&CP* *Fixed amount to contribute to expenses related to the implementation of the residency project, such as accommodation for the A&CPs, mentor fees, renting equipment, etc.*

Allocated to each A&CP:

B. *Mobility Grant*	**Daily allowance:** €25 *Amount per day, per A&CP* *Fixed amount to contribute to daily expenses.*	**Travel:** €350 or €700 *less than 600 km = €350* *from 600 km - 5.000 km = €350** *from 5.001 km = €700** *Fixed amount for round-trip. Travel distances are calculated from the place of residence of the A&CP to the place of destination (one way). *Can be complemented with a green top-up.*	
C. *Top-ups*	**Green:** €350 *For A&CPs who travel green for round-trip(no airplane).Only applicable for travel distances of 600 km and above.*	**OCTs and ORs:** €150 *For A&CPs travelling to or from Overseas Countries and Territories, or Outermost Regions.*	**Visa:** €80 *For expenses related to visa processes.*
	Family: €100 *For A&CPs with a child/children below the age of 10. Fixed amount, regardless of the number of children.*	**Disability Support:** up to €75 per day *For A&CPs whose disabilities affect their ability to carry out the mobility project. Budget to be agreed with the Culture Moves Europe team according to individual needs.*	

Payment of the residency grant

The residency grant is paid by the Goethe-Institut to the host in two tranches:

- **First tranche:** to be paid to the host up to 4 weeks after the signature of the grant agreement;
- **Balance payment**: will be paid at the end of the residency project, up to 4 weeks after the submission and approval of the residency report, by Culture Moves Europe.

First payment	*Balance payment*
60% of the **hosting costs**	40% of the **hosting costs**
60% of the **mobility grant**	40% of the **mobility grant**
100% of the **disability support** *	100% of the remaining **top-ups** *
Payment completed up to 30 days after signature of the grant agreement by both parties.	*Completed up to 30 days after the successful review of the activity report to be provided at the end of the residency project.*
* *if applicable*	* *if applicable*

3. Changes to the residency project

Your grant agreement may sometimes need to be amended. The reasons may vary and are limited to certain conditions and situations – defined in the grant agreement and agreed with the Culture Moves Europe team. It can be for instance changes connected to the implementation of the residency project (drop-out of a participating artist) or changes from the host itself (such as a change of legal representative, residency coordinator or bank details).

Grant agreements can be amended only in writing, via an **amendment request on the Goethe-Application Portal**.

Amendments enter into force on the date on which the last party signs, or on a date agreed by the parties.

4. Residency Report and supporting documents

The **residency report** is a form to be completed by the host, and submitted via the Goethe-Application Portal, up to 2 weeks after the end of the residency project.

The form includes questions about the development of the residency project, its achievements and results, as well as a satisfaction survey. Documents, tickets, images and other proofs of implementation of the project must be submitted together with the report. **The host is therefore responsible for collecting the necessary documentation from the A&CPs participating in the residency project.**

After verification of the information and proofs provided by the host, the Culture Moves Europe team will proceed to the payment of the second tranche of the grant.

In case of changes and/or discrepancies between the grant agreement and the information provided in the residency report, Culture Moves Europe may recalculate the overall budget of the residency project, adapt the balance payment accordingly and thus, requests the host to reimburse undue perceived amounts.

Please note that: Hosts must keep all original proofs (as described below) for audit purposes.

Selected hosts will be asked to upload the following mandatory documents via the Goethe-Application Portal:

Proof of the A&CPs participation	• Signed participant agreements (between host and participating A&CPs) attached as a merged pdf. • Proof of transportation indicating clearly dates, names, departure and destination places. *E.g. tickets for arrival and departure to the country where the residency project takes place, receipts, boarding passes, etc*.

Proof of top-ups	• Green top-up: round-trip tickets for travelling by green means of transportation (no airplane, only train, bus, ferry, car -with receipts for petrol etc.). Green top-up is granted if: ○ Travel covers from the place of residence to the place of destination and return to the place of residence ○ **AND** if for distances of 600km or more (one way). • OCT/OR top-up: round-trip tickets for travelling to and from OCT/ORs, clearly indicating names, place of residence and place of destination. • Visa top-up: either proof of payment, stamped visa, or letter of acceptance. • Family top-up: either family book, birth certificate, children identity card or passport, legal tutors' documents etc. • Disability support: Receipts for costs incurred for individual needs, according with the budget previously provided
Proof of implementation of the residency project	• Material that provides an insight into the development of the residency project such as videos, pictures, events programme , etc. • Activity on social media using the hashtags #culturemoveseurope #pushboundaries

Upon formal agreement between the host and the Goethe-Institut/European Commission, the visual materials (pictures, videos, etc.) may be used by Culture Moves Europe, the Goethe-Institut and the European Commission, mentioning the © and the name of the grantee and/or the people with the rights of the visual materials.

5. Publicity and communications

By the Hosts

Use of logo and disclaimer

Selected hosts receiving the financial mobility support **must clearly acknowledge that Culture Moves Europe is a project funded by the European Union** in all publications or in conjunction with activities for which the financial mobility support is used.

In this respect, host receiving financial support is required to give prominence to the name and logo of the European Union on all their publications, posters, programmes and other products realised under the EU-financed project.

To do so, they must use:

- the text and the logo 'Funded by the European Union';
- a disclaimer – which they will obligatorily use – stating that the EU and the Goethe-Institut are not responsible for the views expressed in the publications and/or in conjunction with the activities for which the mobility support is used.

These elements will be provided by Culture Moves Europe after signature of the grant agreement.

If this requirement is not fullfilled, the beneficiary's financial mobility support will be reduced in accordance with the provisions of the above-mentioned grant agreement.

Tags on social media

Hosts will also be encouraged to post on social media mentioning:

Creative Europe Programme

- Instagram @creative.eu
- Twitter @europe_creative
- Facebook Creative Europe

Culture Moves Europe

- Instagram @culturemoveseurope;
- Twitter @CultureMovesEU;
- Facebook Culture Moves Europe;
- LinkedIn Culture Moves Europe

And using the hashtags: #pushboundaries, #CreativeEurope #CultureMovesEurope.

By Culture Moves Europe:

All information related to financial mobility support awarded in the course of a financial year may be published on the Creative Europe official website.

Culture Moves Europe will publish information on the successful applicants:

- country of residence and destination
- sector
- amount received

The European Commission may publish the name of the selected host on its website : culture.ec.europa.eu/culture-moves-europe.

II. Participant Agreement between the Host and participant A&CPs

Host must have a contract with each A&CP they have selected, which must indicate roles and responsibilities of both parties.

Host must provide a **working space** (including necessary equipment and material), mentorship and accomodation (with basic services – bed, bathroom, toilet and kitchen).

Host must transfer to the A&CPs a daily allowance of €25, the fixed travel allowance, as well as possible top-ups based on personal needs. The way and process the host is applying to proceed to the payment is entirely up to the host, in agreement with the A&CPs.

Participating A&CPs are in charge of organising their own travel to the place of the residency project and for their daily expenses.

The contract must indicate the amount to be paid to the participant A&CPs:

Daily allowance	• On a basis of €25 per day; • Depending on the duration of the residency project; • Does not support the days of traveling before and after the residency.
Travel allowance	• €350 or €700 depending on the distance;
Top-ups	If applicable: • Green top-up: €350; • Visa top-up: €80; • Family top-up: €100; • OCTs/ORs top-up: €150.
Disability support	If applicable; • For artists and cultural professionals whose disabilities affect their ability to carry out the mobility project; • Up to €75 per day. Budget to be agreed with the Culture Moves Europe team;

The Goethe-Institut recommends to the host to proceed to the payments as following:

Before the start of the residency project	50% of the travel allowance;
During the residency project	• Daily allowance on a weekly basis; • Disability support.
After the residency project, upon submission of relevant documents	50% of the remaining travel allowance, and top-ups (if applicable).

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 Residency Action and your residency project:

Online

- Check the Frequently Asked Question (FAQ) section on the website.

- Attend one of the 'Culture Moves Europe: Residency Info Sessions' organised regularly online in Spring 2023. Dates to be announced on social media and website.

By email

- If you have a Goethe-Application Portal account, you can send a email directly from this Goethe Application Portal.

- Contact the Creative Europe Desk in your country: Creative Europe Desks | Culture and Creativity (europa.eu)

- Contact directly Culture Moves Europe team: culturemoveseurope@goethe.de – if the answer is NOT easily accessible on the website, call documents.

CULTURE MOVES EUROPE Residency

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