

# RO-CULTURE

**EEA GRANTS 2014 - 2021**

**FUND FOR  
BILATERAL  
RELATIONS**



**CALL FOR BILATERAL INITIATIVES  
ARTISTIC RESIDENCIES**

**1/2022**

**APPLICANT  
GUIDELINES**

**EEA GRANTS 2014 – 2021**

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## FUND FOR BILATERAL RELATIONS



### APPLICANT GUIDELINES

### CALL FOR BILATERAL INITIATIVES FOR ARTISTIC RESIDENCIES

**1/2022**

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## 1. INTRODUCTION

The aim of the **Programme Cultural Entrepreneurship, Cultural Heritage and Cultural Exchange**, hereinafter referred to as the RO-CULTURE Programme, is to strengthen social and economic development through cultural cooperation, cultural entrepreneurship and cultural heritage management.

The Programme is part of the implementation of the EEA Financial Mechanism 2014-2021. The EEA Grants contribute to the reduction of economic and social disparities in the European Economic Area and to strengthening bilateral relations between the Donor States and the Beneficiary States through financial contributions in the priority sectors and programme areas by providing more than €1,548 million support in 15 beneficiary countries.

Romania's allocation within EEA Grants is € 275,2 million, out of which **€ 28,863,000 is provided for the cultural sector through RO-CULTURE Programme.**

An important EEA objective is to contribute to the strengthening of the bilateral cooperation between cultural operators from Romania and the Donor States. **A total amount of 470,000 euro is available within RO-CULTURE Programme to strengthen bilateral relations.**

RO-CULTURE Programme funds projects within two components:

- **Cultural heritage management enhanced;**
- **Access to culture increased.**

At least 10% of the total eligible costs of the Programme shall target the improvement of the situation of the Roma population.

This document presents the procedures and conditions for submitting applications for funding bilateral initiatives for artistic residencies under the RO-CULTURE Programme.

**The present guidelines are a reference for the process of request for funding for the present call for bilateral initiatives for artistic residencies. This document does not exempt the applicants from the obligation to comply with legislation in force at national and European level.**

## 2. INSTITUTIONAL FRAMEWORK

The **Ministry of European Investments and Projects** acts as the **National Focal Point**, having the overall responsibility for reaching the objectives of the EEA Financial Mechanism 2014-2021 as well as for its implementation in Romania. The National Focal Point represents Romania in the relations with the Financial Mechanism Committee regarding the implementation of the EEA Financial Mechanism 2014-2021 in Romania.

The **Certifying and Paying Authority** within the Ministry of Finance acts as the **Certifying Authority**, which is responsible for certifying the financial information, the accuracy of the interim reports and final reports for the Programme. The **Irregularity Authority** within the Ministry of Finance is responsible for the preparation and submission of irregularities reports.

The **Central Harmonization Unit for Public Internal Audit** (hereinafter referred to as **CHUPIA**), within the Ministry of Finance, acts as **Audit Authority**. The Audit Authority is responsible for conducting audits of the management and control system at the level of the Programme and individual projects.



The **Project Management Unit** (hereinafter referred to as **PMU**), within the Romanian Ministry of Culture, acts as the **Programme Operator** and it is responsible for preparing and implementing the programme in accordance with the principles of economy, efficiency and effectiveness and in particular for:

- ensuring that projects contribute to the overall objectives of the EEA Financial Mechanism 2014-2021 and the specific programme outcome(s) and objective(s);
- collecting applications, selecting projects to be funded and signing project contracts for each project;
- facilitating bilateral cooperation;
- verifying that the expenditure declared by the Projects Promoters has actually been incurred and complies with the Regulation for implementing the EEA Financial Mechanism, the programme agreement as well as applicable national and European Union law;
- monitoring the progress of projects, ensuring the quality of the implementation of the projects and verifying the project outputs.

The programme partners from the Donor States are the **Norwegian Directorate of Cultural Heritage** and **Arts Council Norway**.

### 3. LEGAL FRAMEWORK OF THE EEA FINANCIAL MECHANISM 2014-2021

This call for bilateral initiatives is governed by the following laws and regulations:

- a) Regulation on the implementation of the EEA Financial Mechanism 2014-2021 approved by the EEA Financial Mechanism Committee in accordance with art. 10.5 of the Protocol 38c to EEA Agreement on 8 September 2016, as subsequently amended and supplemented;
- b) Guidelines approved by the EEA Financial Mechanism Committee in accordance with the provisions of art. 1.5 paragraph (1) letter d) of the Regulation;
- c) Memorandum of Understanding on the implementation of the EEA Financial Mechanism 2014-2021 between Iceland, The Principality of Liechtenstein and Kingdom of Norway and the Government of Romania, signed on 13 of October 2016, amended 19 October 2016;
- d) The Programme Agreement, concluded on June 5th 2018 between the EEA Financial Mechanism Committee (hereinafter referred to as “FMC”) and the National Focal Point (hereinafter referred to as the “NFP”) for the implementation of the RO-CULTURE Programme as subsequently amended and supplemented;
- e) Order of the Minister of Culture and National Identity no. 2324/26.05.2017 on the designation of the PMU as Programme Operator for the PA14 “Cultural entrepreneurship, cultural heritage and cultural exchange” Programme implemented within the EEA Financial Mechanism 2014-2021;
- f) Government Emergency Ordinance no. 34/2017 regarding the financial management of the non-refundable external funds through EEA Financial Mechanism 2014-2021 and Norwegian Financial Mechanism 2014-2021;
- g) Order of the Minister of Public Finance no. 2.840/2017 regarding the methodology for applying the Government Emergency Ordinance no. 34/2017;
- h) Order of the Minister of European Funds no. 348/21.05.2018 regarding the application of lump

sums in case of trips financed from the Bilateral Fund at national and at programme level within the EEA Financial Mechanism and the Norwegian Mechanism 2014- 2021;

- i) Emergency Ordinance no. 66/2011 of 29 June 2011 on preventing, finding and sanctioning the irregularities found in accessing and using European funds and/or related public national funds, as subsequently amended and supplemented;
- j) Methodological Norms for the application of the Government Emergency Ordinance no. 66/2011 on the prevention, detection and sanctioning of irregularities in obtaining and using the European funds and/or the national public funds related to them, approved by means of Government Decision no. 875/2011, as subsequently amended and supplemented;
- k) Government Decision no. 519/2014 on establishing regarding the setting of the rates related to the percentage reductions / financial corrections applicable for the deviations provided in the annex to the Government Emergency Ordinance no. 66/2011 on the prevention, detection and sanctioning of irregularities in the obtaining and use of European funds and / or national public funds related to them, as subsequently amended and supplemented.

#### 4. ABOUT RO-CULTURE PROGRAMME

RO-CULTURE Programme shall contribute to the overall objectives of the EEA Financial Mechanism 2014-2021 to reduce economic and social disparities in the European Economic Area and to strengthen bilateral relations between the Donor States and the Beneficiary States.

The Programme funds projects within these major components:

- **cultural heritage management;**
- **access to culture.**

The Programme results are presented in the table below:

Number	Expected programme results
<b><i>Outcome 1</i></b>	<b><i>Cultural heritage management enhanced</i></b>
<b>Output 1.1</b>	➤ Monuments restored and revitalised
<b>Output 1.2</b>	➤ Innovative cultural exhibitions of restored objects supported
<b>Output 1.3</b>	➤ Roma cultural heritage revived
<b><i>Outcome 2</i></b>	<b><i>Access to culture increased</i></b>
<b>Output 2.1</b>	➤ Cultural entrepreneurship enhanced
<b>Output 2.2</b>	➤ Larger audience developed
<b>Output 2.3</b>	➤ Roma cultural initiatives developed
<b><i>Bilateral outcome</i></b>	<b><i>Enhanced collaboration between Beneficiary and Donor State entities involved in the programme</i></b>

<b>Bilateral output 1</b>	➤ International cultural cooperation in the field of cultural heritage supported
<b>Bilateral output 2</b>	➤ International cultural cooperation in the field of contemporary arts supported

In accordance with art. 8.8 of the Regulation, the **Fund for bilateral relations** finances the following types of activities:

- a) activities aiming at strengthening bilateral relations between the Donor States and Romania;
- b) the search for partners for donor partnership projects prior to or during the preparation of a project application, the development of such partnerships and the preparation of an application for a donor partnership project;
- c) networking, exchange, sharing and transfer of knowledge, technology, experience and best practice between entities in Romania and entities in the Donor States and/or international organisations;
- d) activities aiming at strengthening cooperation and exchanging experiences and best practices between the Programme Operators and similar entities within the Beneficiary States and Donor States, as well as international organisations, provided at least one entity within the Donor States is involved in the activity.

## 5. ABOUT THE CALL FOR BILATERAL INITIATIVES FOR ARTISTIC RESIDENCIES

The total allocation under the present call for bilateral initiatives for artistic residencies is **50,000 Euro**.

The present call for artistic residencies initiatives aims to support the bilateral artistic work between artists from Romania and Donor States, during a residency of 1-4 weeks in Romania or in one of the Donor States. The artists should create collaboratively on a new body of work. The space of collaboratively work should be arranged together with the partner artist. The artists that need special equipment for their work should arrange that with their partner artist when planning the residency.

The residency **ends with a PUBLIC PRESENTATION** of the collaborative project prepared during the residency interval. The public presentation should be announced to the PO, in order to promote the event. The public presentation could be an event, artist talk, concert, workshop etc.

Artists must act in **Performing arts, Visual arts, Music, Literature, Cross-disciplinary practices**.

The activities can be implemented **only in Romania, Norway, Iceland or Liechtenstein**.

The application will be submitted by an entity from Romania or the Donor States and will include the **participation of 1 or 2 artists**. Entities that send **2 artists** will **compulsorily** send **1 artist from Ukraine**.

Participation in trilateral cooperation is strongly encouraged, but artists from Romania/ Donor States that don't find an appropriate colleague from Ukraine to work with in an artistic endeavour during the residency are invited to apply alone for creating with their counterpart from Donor States/Romania.

**The activities must be carried out in cooperation** with an artist from Romania, if the applicant is from the Donor States, or from the Donor States, if the applicant is from Romania.

The artists that apply to the residency should make their arrangements regarding travel, accommodation and location of the collaborative project.

The grant for residency consists in a **lump sum** for travel and accommodation & subsistence.

## 5.1 ELIGIBILITY OF APPLICANTS AND PARTNERS

Artists have to apply through an organization/legal person from Romania or the Donor States.

**Bilateral partnership** is compulsory. In order to be eligible under the present call, **the applicant and the partner** must fulfil the following **conditions**:

- a) it is established as a legal person in Romania or in one of the Donor States;
- b) it falls into one of the following categories:
  - I. any private entity, commercial or non-commercial, as well as non-governmental organisations established as a legal person in one of the Donor States;
  - II. any private entity, commercial or non-commercial, as well as non-governmental organisations established as a legal person in Romania;
- c) the residency grant is exclusively for the artist nominee to the residency;
- d) Artists have to prove their competence through their artistic portfolio and CV.

**IMPORTANT!** The applicant will be excluded from the evaluation and selection process if it is found that the applicant has misinformed the Programme Operator by providing false/incorrect/incomplete information to be considered in the evaluation process.

## 5.2 GRANT VALUE

The provisions of the Order of the Minister of European Funds no. 348/21.05.2018 regarding the application of lump sums in case of trips financed from the Bilateral Fund at national and at programme level within the EEA Financial Mechanism and the Norwegian Mechanism 2014- 2021 is applicable for calculating the lump sums awarded to each bilateral initiative. **Under this call for bilateral initiatives for artistic residencies the real cost method is not applicable for travel costs.**

**For a residency financed under this call, the lump-sum can be awarded for 1 or 2 artists per applicant. The amount per person is:**

	Period	Transportation amount
<b>Romanian/Ukrainian artists travelling to Donor States</b>	1,250 EUR/1 week	To Norway - 600 euro
	2,200 EUR/2 weeks	To Iceland - 900 euro
	3,000 EUR/3 weeks	To Liechtenstein - 500 euro
	4,000 EUR/4 weeks	



<b>Donor States artists travelling to Romania</b>	750 EUR/1 week 1,250 EUR/2 weeks 2,000 EUR/3 weeks 3,000 EUR/ 4 weeks	To Romania - 800 euro
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Unless otherwise foreseen in the Order of the Minister of European Funds, lump sums will be established according to the nights of accommodation.

**IMPORTANT!** An applicant can receive funding under the call for bilateral initiatives for artistic residencies only once. Only the expenditures incurred by the applicant for its own artists are eligible under the present call for bilateral initiatives for artistic residencies. The artist must present a contract signed with the applicant organization. An artist is eligible only once under the call for bilateral initiatives for artistic residencies.

### 5.3 PAYMENTS

Under this call for bilateral initiatives for artistic residencies, an advance payment of 50% of the total eligible costs, **for both applicants** from Romania **and the Donor States**, can be made based on an advance payment request (Annex 7). Applicants/ artists must secure their own funding for the rest of the amount and will be reimbursed based on the reporting documents provided to the Programme Operator.

The final amount of the bilateral initiative for artistic residency will be authorized by the Programme Operator based on the travel report (Annex 4) and payment request (Annex 5) submitted by the applicant within maximum **30 days** from the return from the residency.

For payment/authorization of the grant, the supporting documents are as follows:

- boarding passes;
- travel report approved by the legal representative of the applicant organization/entity;
- other documents for proving the fulfilment of the indicators (e.g. video of final performance, pictures, articles etc.);
- accounting records of the grant in the applicant financial accounting.

**IMPORTANT!** All the supporting documents will be submitted in Romanian or English.

The **final payment** will be made within **30 days** from the approval of the payment request, on reimbursement principle.

**All payments will be made in LEI to Romanian applicants and in EURO to Donor States applicants, according to the provisions of the financing contract.**

## 5.4 ELIGIBILITY OF COSTS

The grant may cover up to 100% of the total eligible costs of a residency. Co-financing is only required in case the total budget of the bilateral artistic residency exceeds the maximum size of the grant. For the present call for bilateral initiatives for artistic residencies, the grant is awarded only to **the artists** involved in the bilateral residency **sent by the applicant**.

According to art. 8.2 and 8.12 of the Regulation eligible expenditures of a bilateral initiative are those which meet the following criteria:

- they are indicated in the budget of the bilateral initiative for artistic residency;
- they must be used for the sole purpose of achieving the outcome(s) of the bilateral artistic residency, in a manner consistent with the principles of economy, efficiency and effectiveness;
- they are identifiable and verifiable, in particular through being recorded in the accounting records of the applicant and determined according to the applicable accounting standards of the country where the applicant is established and according to generally accepted accounting principles.

## 5.5 LAUNCH OF THE CALL FOR BILATERAL INITIATIVES

The present call for bilateral initiatives for artistic residencies is launched on **December 6<sup>th</sup> 2022**.

The deadline for submitting the applications is **September 30<sup>th</sup> 2023**.

Applications that are submitted will be reviewed continuously, in order of their registration, until the full allocation of funds available under this call.

All residencies funded under this call must be completed no later than **December 31<sup>st</sup> 2023**.

## 5.6 SUBMISSION OF APPLICATIONS

The application will include:

- **Application Form** (Annex 1), filled in English, signed;
- **Applicant's eligibility statement** (Annex 2), filled in by the applicant, signed;
- **Partnership expression of interest** (Annex 3) filled in by the partner, signed;
- the **Applicant's documents** regarding registration as legal person;
- **Contracts** signed between the artist that will benefit by the residency and the applicant organization (e.g. working, civil, volunteering contracts);
- **Artistic portfolio**- proof of studies, artist portfolio, CV.

### **Procedure of submission:**

1. Use the **latest** version of Adobe Acrobat Reader, which you can download from <https://www.adobe.com/acrobat/pdf-reader.html>;
2. Download Annex 1, 2 and 3;
3. Fill in each Annex with **all the requested information**;
4. Digitally sign each Annex (by pressing on the appropriate box at the end of the form). **The files must be signed only after they are finalized. After signing, no modifications are allowed**;
5. Scan each supporting document at **300 dpi** in **PDF** file format;
6. Send all the documents of the application using a **single e-mail** message to [bilateral@ro-cultura.ro](mailto:bilateral@ro-cultura.ro). Make sure that the total size of the e-mail does not exceed 25MB.

All application files received by the Programme Operator will be registered and the registration number will be sent by email within 2 working days. **If no confirmation is received, the applicant has the obligation to contact the Programme Operator.**

The last day for receiving residency applications is **September 30, 2023**.

## **5.7 EVALUATION OF APPLICATIONS**

The evaluation and selection process will include the following steps:

1. **Registration of application files:** all applications received before the deadline will be registered by the Programme Operator and will be further processed.
2. **Verification of compliance with administrative and eligibility criteria** based on the following evaluation grid:

<b>Administrative and eligibility criteria</b>		<b>YES</b>	<b>NO</b>	<b>Obs.</b>
<b>1</b>	The Application form (annex 1) respects standard format, is properly filled in and signed.			
<b>2</b>	The Application file contains the applicant's documents regarding registration as legal person.			
<b>3</b>	The Applicant's eligibility statement (annex 2) respects standard format, is properly filled in and signed.			
<b>4</b>	The Partnership expression of interest (annex 3) respects standard format, is properly filled in and signed.			
<b>5</b>	The applicant complies with the eligibility criteria described in the Guidelines – section 5.1.			

6	The partner complies with the eligibility criteria described in the Guidelines.			
7	The artists proposed by the applicant comply with the eligibility criteria.			
8	The proposed bilateral artistic initiative is implemented in Romania, Norway, Iceland or Liechtenstein.			
9	The application refers to a bilateral artistic residency which ends with a public presentation of the collaborative project prepared during the residency interval.			
10	The maximum requested grant amount is correct.			
11	The implementation period does not exceed December 31, 2023.			
	<b>RESULT OF THE EVALUATION</b>	<b>PROPOSED FOR GRANT/REJECTED</b>		

**Only applications that receive “YES” to all entries will qualify for a grant.**

In order to verify the fulfilment of the criteria, the Programme Operator reserves the right to request additional documentation. Requests shall be made by email (using the address provided in the application form) and the required clarifications must be received in writing, by email, within 5 working days from the request. Failing in providing the requested information within the deadline may result in the rejection of the application.

**Applications will be evaluated on a continuous basis until the full allocation of the funds available for this call.**

Each applicant will be informed about the result of the evaluation. An applicant whose application was rejected can re-submit an application before the deadline indicated in section 5.5.

## 6. CONTRACTING

The applicants selected for receiving grant will be contacted by the Programme Operator to conclude a grant contract (Annex 6). The contract will set out the terms and conditions of grant award as well as the roles and responsibilities of the parties, provisions for payments and reporting.

**In order to receive the grant for the residency, it is necessary for the applicant to open a dedicated bank account and to provide a bank statement or a letter confirming the organization’s bank account.**

**IMPORTANT!** Changes regarding information provided in the approved application form (e.g., timeline of the visit, etc.) must be notified to the Programme Operator by email as soon as they occur.

## 7. REPORTING

Within **maximum 30 days** from the return from the residency, applicants must submit a **travel report** (Annex 4), accompanied by a **payment request** (Annex 5) and supporting documents for proving the fulfilment of the indicators (e.g. boarding pass, pictures, articles etc.).

Annex 4 and Annex 5 will be downloaded from [www.ro-cultura.ro](http://www.ro-cultura.ro), filled in and digitally signed. The supporting documents will be scanned at **300 dpi in a PDF document**.

All PDF documents will be submitted in **1 e-mail** at [bilateral@ro-cultura.ro](mailto:bilateral@ro-cultura.ro). The applicant shall ensure that the total dimension of the email doesn't exceed 25MB.

All reports received by the Programme Operator will be registered and the registration number will be sent by email within 2 working days. **If no confirmation is received, the applicant has the obligation to contact the Programme Operator.**

The Programme Operator may request for original documents.

## 8. COMPLAINTS

Applicants may file a preliminary complaint addressed to the Programme Operator, within 5 working days of receipt of the rejection notice.

The term starts running from the beginning of the first hour of the first working day following the day the notice of rejection was notified. If the last day of the term is a non-working day, the time limit ends on 24:00 hour of the next working day.

In the case of preliminary complaints that will be submitted on paper at the Programme Operator's headquarters, it will be taken into account the working program of the Programme Operator, namely: Monday to Thursday between 08.30 and 17.00, Friday between 08.30 and 14.30.

The preliminary complaints will be submitted to the Programme Operator in one of the following ways:

- via e-mail: [bilateral@ro-cultura.ro](mailto:bilateral@ro-cultura.ro);
- by fax: +40 21 222 8479
- at the Programme Operator's headquarters: Bucharest, 3<sup>rd</sup> district, 22 Unirii Blvd., 5<sup>th</sup> floor, room 501.

### *Elements of preliminary complaint*

The preliminary complaint shall be made in writing and shall contain the following:

- a. the name and surname of the applicant's legal representative;
- b. the applicant's name and address, tax identification number, registration number in the trade register. Also, it will indicate the e-mail address, telephone number and fax number (where applicable) to which the response may be communicated.
- c. specification of the Programme Operator's document in dispute;
- d. subject of the preliminary complaint;
- e. legal and factual grounds of the preliminary complaint;
- f. the signature of the contestant's legal representative.

The Programme Operator shall rule by a reasoned decision regarding the admission, in whole or in part, of the complaint or its rejection, within 30 days from the date of registration of the complaint. The Decision of the Programme Operator regarding the resolution of the complaint is final in the system administrative



attack. The Programme Operator's decisions on the settlement of the preliminary complaint may be appealed by the applicants to the competent courts from Romania basis on the provisions of the Law 554/2004, with the modifications and additions.

## 9. INFORMATION AND COMMUNICATION

Artists should inform the PO about the public event organised at the end of the residency as soon as they plan the presentation.

Applicants should disseminate information about the Artistic residency to a wider audience at national, regional and/or local level, including relevant stakeholders.

Applicants will publish online (e.g. website, social media etc.) and/ or offline (ex.: press release, etc.) information related to the following: applicant, name of the bilateral initiative, partner organization(s), short description of the residency, grant value, etc.

Applicants will inform the Programme Operator, as soon as possible, on the publishing of such information, via email ([bilateral@RO-CULTURE.ro](mailto:bilateral@RO-CULTURE.ro)), with mentioning the source (e.g.: link). The PO will disseminate the received information on the dedicated website and Facebook page of RO-CULTURE Programme.

## 10. ADDITIONAL INFORMATION

Additional information may be requested from the Programme Operator, at the following contact details:

**Project Management Unit - Ministry of Culture**

**Contact person: Cornelia Predoiu**

**Email: [bilateral@ro-cultura.ro](mailto:bilateral@ro-cultura.ro)**

**Phone/fax: 021-2228479, 021-2244512**

Information about this call for bilateral initiatives and about the Programme can be found on the Programme dedicated webpage: [www.ro-cultura.ro](http://www.ro-cultura.ro).

Questions will be answered in a timely manner. The questions and answers that may be relevant to other potential applicants shall be published on the website of the Programme.

Contact details for additional information on partner search for Norway, Iceland and Liechtenstein:

### **Norway:**

Erica Berthelsen

Arts Council Norway/ Norsk kulturråd

MØLLEPARKEN 2

Postboks 8052 Dep, 0031 Oslo, Norway

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### **Liechtenstein**

Sonja Näscher

EEA Grants coordinator in the area of culture

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## **11. ANNEXES**

Annex 1 – Application Form

Annex 2 – Applicant's Eligibility Statement

Annex 3 – Partnership Expression of Interest

Annex 4 – Travel Report

Annex 5 – Payment Request

Annex 6 – Contract for Bilateral initiatives for artistic residencies

Annex 7 – Advance Payment Request