



Individual Mobility Action

Call for Individual Mobility

Second call from 2 October 2023 to 31 May 2024 at 23:59:59 CEST

Culture Moves Europe

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

The scheme consists of two action lines:

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

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

What is the Individual Mobility Action for?

The Individual Mobility Action of Culture Moves Europe provides financial support to **artists and cultural professionals** who, in collaboration with an international partner (either an organisation or an individual), wish to carry out a mobility project between Creative Europe countries.

Through this action, Culture Moves Europe aims to support artists and cultural professionals in developing their careers internationally, learning and cooperating beyond borders. Applicants are free to **choose who they want to work with, as well as the outline and goals of their project.**

Grants are calculated for each individual artist and cultural professional based on the project duration, with top-ups for specific needs. The mobility grant contributes to travel costs and daily expenses during the implementation of the project. Through top-ups, additional financial support is granted based on individual needs such as A&CPs living with disabilities, travelling to or from OCTs or ORs, with custody of minors, or using sustainable means of travelling.

In addition to encouraging the inclusion of people from different backgrounds and profiles, this mobility project strives for environmental sustainability by endorsing sustainable practices in mobility projects.

During the selection process, special attention is given to ensure gender, country, and sectoral balance, as well as to include emerging artists and cultural professionals.

To take part in this Action, you must apply for the Call for Individual Mobility, as outlined below.

Funded by the European Union, Culture Moves Europe is implemented by the Goethe-Institut e.V.

Contents

1. Glossary	1
2. Checklist	3
3. Eligibility criteria	4
4. Grant calculation.....	14
5. Assessment process and selection criteria.....	18
6. Selected? What's next?!.....	21
7. Data Protection	22

Timeline

Opening of the Call for Individual Mobility 2 October 2023

Monthly deadlines running from 2 October 2023 to 31 May 2024 23:59:59 CEST

31 October 2023	23:59:59 CET
30 November 2023	23:59:59 CET
No monthly deadline in December 2023.	
31 January 2024	23:59:59 CET
29 February 2024	23:59:59 CET
31 March 2024	23:59:59 CET
30 April 2024	23:59:59 CEST
31 May 2024	23:59:59 CEST

*Each applicant can apply **only once** to this call, and so to **only one** monthly deadline.

Notification of results 6 to 8 weeks after the monthly deadline.

Earliest start of the mobility project 60 days after the monthly deadline for which the application was submitted **and not before** receipt of the signed grant agreement from the selected applicant.

Mobility project period For 1 year, from the signature of the grant agreement by both parties, **and** no later than 31 May 2025.

Disclaimer

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

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

Version of the Call: 2/10/2023 | The current updated version of the call is always available on the [website](#).

1. Glossary

A&CP: artists and cultural professionals.

Applicant: the person applying to receive a mobility grant to implement a mobility project. The applicant can be an individual or a group of individuals (from 2 to 5).

Artistic and creative portfolio: document focusing on creative and artistic work. It includes examples of personal creations, projects, ideas, etc.

Activity report: final project report to be submitted by the grantee after the implementation of the project and the return to their place of legal residence. It includes a questionnaire and requires uploading a set of documents proving their travel to and from the destination, and implementation of the project (e.g., travel tickets, proof of stay, proof of implementation, etc.).

Creative Europe countries: Albania, Austria, Armenia, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo¹, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Tunisia, and Ukraine.

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

Daily allowance: 75 euros per day allowance that a grantee receives during the implementation of the project in the country of destination, to support with expenses such as accommodation, meal, etc. The grantee has to prove that they were in the destination country for the agreed duration in the grant agreement.

Disability support: additional financial support for grantees whose disability affects their ability to carry out a mobility project. The budget is agreed with the Culture Moves Europe team, based on individual needs, and can be up to 100% of the mobility grant amount.

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

Force majeure and serious personal circumstances: unforeseen exceptional circumstances beyond the grantee's control that prevent the grantee from fulfilling the grant agreement, and thus the implementation of the project. It includes national restrictions on freedom of movement related to health crisis, war/major political crisis, and natural disaster, as well as unexpected family obligations (pregnancy, death, major illness).

Goethe-Application Portal (GAP): online platform owned by the Goethe-Institut e.V. in which applicants must submit their application and activity report, and can communicate with the Culture Moves Europe team, etc.

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

Grant agreement: the legally binding contract (including rules, expectations, payment etc.) between the Goethe-Institut e.V. and the selected applicants.

Grantee: Culture Moves Europe selected applicant who has signed a grant agreement.

Grantee's Handbook: legally binding document compiling all information for selected applicants from the preparation of the mobility project until the reporting phase, including communication rules.

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

Group leader: the group leader submits the application (and supporting documents) for the entire group, with power of attorney for all group members.

Group member: member of a group project. All group members are contractual partners of the Goethe-Institut e.V. themselves but authorize the group leader via power of attorney to make declaration(s) on their behalf and to receive their mobility grant.

International partner: an individual or an organisation that agrees to invite the individual artist(s) and guides them through their project's implementation. It must be based in a Creative Europe country other than the one where the applicant(s) legally reside.

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

Mobility grant: amount received by the grantee which includes travel and daily allowance. It can be complemented by additional top-ups and support based on individual needs.

Mobility project: includes the travel from the place of residence to the destination country (and return) and the project implementation in the destination country.

Monthly deadline: during the rolling call period, the monthly deadline is the last day of each month. After this deadline, all applications received in the previous month are processed and evaluated. The best applications are then selected for funding, taking into consideration the overall available budget.

Non-formal learning: education that is institutionalised, intentional and planned by an education provider as an addition, alternative and/or complement to formal education as part of lifelong learning. It is often provided to guarantee the right of access to education for all. It caters to people of all ages, but it may be short in duration and/or low intensity. Non-formal education is typically provided in the form of short courses, workshops or seminars. It leads mostly to qualifications that are not recognised by the relevant national or sub-national education authorities or it could lead to no qualifications at all. For more information: [read this Recommendation of the Council of the EU¹](#).

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

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

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

Residency Action: one of the two action lines of Culture Moves Europe, together with the Individual Mobility Action. The Residency Action targets residency hosts.

Project implementation: implementation of the project with the international partner, in the destination country and for the agreed duration. The project implementation duration and the project duration are the same.

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

Travel allowance: this is the fee a grantee receives to undertake the journey from the place of residence to the destination and back to the place of residence. It is 350 or 700 euros depending on the distance and can be complemented by top-ups depending on the situation.

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

¹ This designation is without prejudice to positions on status and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

2. Checklist

Your application is eligible if:

- You are an individual artist or cultural professional, or a group of maximum 5 artists or cultural professionals;
- You (and all group members, if applicable) are at least 18 years old;
- You (and all group members, if applicable) are legally residing in a Creative Europe Country;
- You will implement a project in another Creative Europe country than your country of residence, together with a person or an entity that has accepted to be your international partner in this country;
- Your project covers at least one of the 7 eligible sectors: architecture, cultural heritage, design and fashion design, literature, music, performing arts, and visual arts;
- With your project, you will be able to explore, learn, create and/or connect.
- You will start your mobility from your country of residence and come back to your country of residence after the project has taken place;
- The implementation of your project in the destination country will be 7 days minimum and 60 days maximum for an individual project, or 7 days to 21 days for a group project, excluding travel time, and will be uninterrupted;
- The start of your mobility project is not earlier than 60 days from the applicable monthly deadline for which you are applying;
- You will implement your project within one year after signature of the grant agreement and no later than 31 May 2025;
- To sum it up: you have one partner, one project, one destination!*

Plus, you have all necessary documents, which include:

- An official document issued by the public authorities that proves your identity;
- A proof of legal residence for you (and each group member, if you apply for a group project), on which your name and address clearly appear;
- Your CV in English (and a CV in English for each group member, for a group project) in PDF format;
- Your artistic and creative portfolio in English and in PDF format (or a collective artistic portfolio, in English, if you apply for a group project);
- A letter/email of collaboration from your international partner in which the following is clearly mentioned: a brief description of the international partner, your name/all group members' names, the duration of your project and how you will collaborate.

3. Eligibility criteria

To be considered ‘eligible’ and thus be evaluated, applicants of the Individual Mobility Action of Culture Moves Europe must be entitled to apply (section 3.1), have a mobility project which comply to certain conditions (section 3.2), including for group projects (section 3.3). Lastly, the application must be submitted according to the timeline and requested format (section 3.4).

3.1. Eligible applicants: who can apply?

Applicants eligibility criteria	
<i>Eligible artists and cultural professionals</i>	<ul style="list-style-type: none"> • Individuals or groups of individuals (from 2 to 5 people) who are natural persons; • Aged 18+; • From all educational backgrounds and levels of experience; • Active in the following cultural and creative sectors of the Creative Europe programme: architecture, cultural heritage, design and fashion design, literature, music, performing arts and visual arts.
<i>Eligible countries of legal residence</i>	<p>Applicant must be a legal resident in one of the 40 Creative Europe countries²:</p> <p>Albania, Austria, Armenia, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo³, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden and Tunisia and Ukraine.</p> <p>Including the Overseas Countries and Territories and Outermost Regions of the European Union:</p> <p>Overseas Countries and Territories: Greenland (Denmark), French Polynesia (France), New Caledonia (France), Saint Barthelemy (France), St. Pierre and Miquelon (France), Wallis and Futuna Islands (France), Aruba (The Netherlands), Bonaire (The Netherlands), Curaçao (The Netherlands), Saba (The Netherlands), Sint Maarten (The Netherlands), Sint Eustatius (The Netherlands).</p> <p>Outermost Regions: French Guiana (France), Guadeloupe (France), Martinique (France), Mayotte (France), Reunion Island (France), Saint-Martin (France), Azores (Portugal), Madeira (Portugal), Canary Islands (Spain).</p>

² **Disclaimer:** In accordance with the EU Council Regulation 2022/576, Article 5l), it shall be prohibited to provide direct or indirect support, including financing and financial assistance or any other benefit under a Union, Euratom or Member State national programme and contracts within the meaning of Regulation (EU, Euratom) 2018/1046, to any legal person, entity or body established in Russia with over 50 % public ownership or public control.

³ This designation is without prejudice to positions on status and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

Applicants eligibility criteria	
<i>Former applicants to Culture Moves Europe</i>	<p>Successful grantees (individual or group leader/member) of the Individual Mobility Action of Culture Moves Europe <u>can only receive a mobility grant once</u> under the Individual Mobility Action, between October 2022 and July 2025.</p> <p>However:</p> <ul style="list-style-type: none"> • Beneficiaries (hosts or participating A&CPs) having previously received a grant from the Residency Action of Culture Moves Europe are eligible to apply to the Individual Mobility Action. • Grantees of the Individual Mobility Action are eligible to apply to the Residency Action of Culture Moves Europe, as host or participating A&CPs. • Beneficiaries having previously received an <i>i-Portunus</i> mobility grant are eligible to apply, but priority will be given to first-time applicants.
<i>Are considered not eligible</i>	<ul style="list-style-type: none"> • <u>Applications which do not fulfil the previous points:</u> • Applicants exclusively active in the audio-visual sector. • Applicants who already received a Culture Moves Europe individual mobility grant (as individual, group leader or group member), as part of this current call or previous one (2022-2023). • Applicants who already applied (and were either successful or unsuccessful) to a monthly deadline of the current call, running from 2 October 2023 to 31 May 2024. • Current evaluators of the Culture Moves Europe Pool of Experts for Individual Mobility. • Staff members of the Goethe-Institut e.V. • Staff members of the Institutions and Agencies of the European Union.

Figure 1: Applicants eligibility criteria.

3.2. Eligible mobility project: what are the conditions?

To apply to Culture Moves Europe, applicants must have a mobility project, which includes three elements:

- One international partner
- One project
- One destination

a) International Partner eligibility criteria

The **international partner** is an associate that agrees to invite the individual artist(s) or cultural professional(s) and guides them through their project's implementation.

The international partner can be an organisation or an individual and must be legally registered and based in a different Creative Europe country than the one where the applicant(s) legally reside.

The international partner does not receive any financial support from the Culture Moves Europe mobility scheme.

Figure 2: International partner eligibility criteria.

b) Project eligibility criteria

<i>Eligible sectors</i>	Applicants must implement a project in one of the eligible sectors: architecture, cultural heritage, design and fashion design, literature ⁴ , music, performing arts and visual arts.
<i>Project objectives</i>	Two of the following project objectives must be selected by the applicant: <ul style="list-style-type: none">• To explore: to conduct creative and artistic research, to investigate, inspire and work on a specific theme or a new concept.• To create: to engage in a creative process seeking to produce a new piece of artistic/cultural work;• To learn: to enhance the participants' competences and skills through non-formal learning⁵ or collaboration with a specialist.• To connect: to develop a professional network, to strengthen the participants' professional development, to engage with new audiences.
<i>EU values</i>	The values of the European Union are at the core of Culture Moves Europe. Therefore, all beneficiaries and activities (such as content and implementation of the mobility project) implemented under the Individual Mobility Action must respect EU values based on Article 2 of the Treaty on European Union ⁶ and the rights and principles enshrined in the Charter of Fundamental Rights of the European Union, particularly the Article 21 ⁷ . Any discrimination based on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation shall be prohibited.

⁴ Literature includes works of fiction, irrespective of their literary genre, such as novels, short stories, theatre and radio plays, poetry, comics, and youth literature.

⁵ See glossary.

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

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

b) Project eligibility criteria

Project duration

The **project duration** corresponds to the number of days spent in the destination country to **implement the project**. The travel time to the country of destination is not counted.

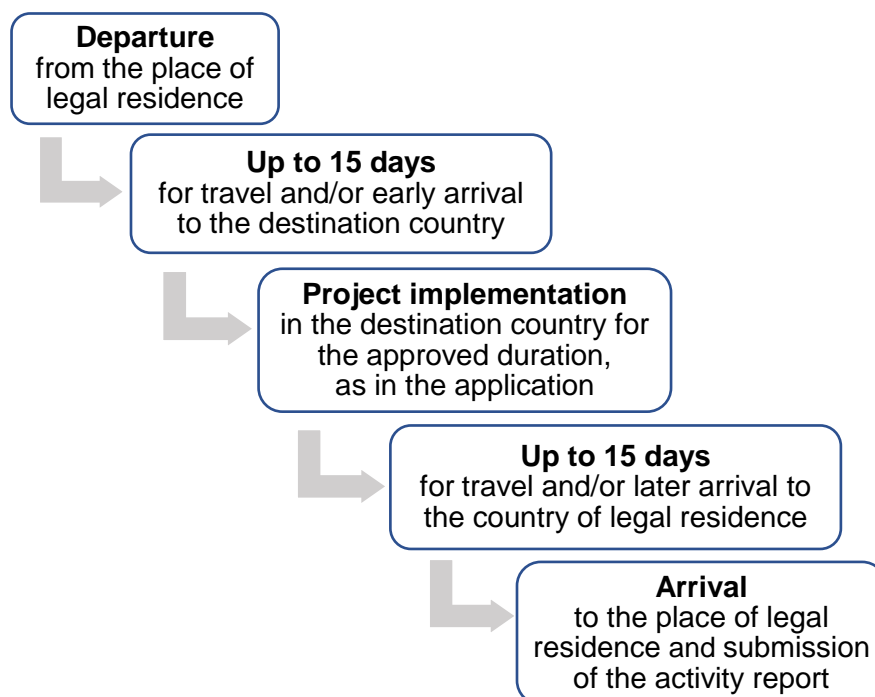
The duration requested must be justified and last:

- **between 7 and 60 days** for individual projects;
- **between 7 and 21 days** for group projects.

The implementation of the project in the destination country must be **uninterrupted**, which means that it is not accepted to segment the implementation of the project into different periods, and/or go to other countries during the implementation of the project in the destination country.

Mobility Project starting and ending date

- The **earliest start** of mobility project (including the travel to the destination country) is **60 days from the monthly deadline⁸, and not before** receipt of the signed grant agreement from the selected applicant.
- The mobility project must take place **within one year** from the signature of the grant agreement. The project cannot be implemented later than 31 May 2025.
- A&CP can leave their place of legal residence up to 15 days prior the start of the project implementation, and come back up to 15 days after the implementation of their project to their place of legal residence.



⁸ For example: if you are applying on the 20 January 2024, the monthly deadline is the 31 January 2024. The earliest starting date for the mobility is the 1 April 2024.

b) Project eligibility criteria	
<i>Language</i>	<p>Applications must be submitted in English (except some documents, see section 3.4.b).</p> <p>While the level of English is not evaluated or taken into consideration, the applications should be clearly written to allow the external experts to understand the mobility project.</p> <p>Applicants are free to work with proof-readers (including friends or family!) and use online translation tools.</p>
<i>Are considered <u>not</u> eligible</i>	<ul style="list-style-type: none"> • <u>Application which does not fulfil the previous points.</u> <p>A Culture Moves Europe mobility grant cannot be awarded:</p> <ul style="list-style-type: none"> • retrospectively for actions and projects that have already started before the applicable earliest start date, or are completed; • for projects exclusively covering the audio-visual sector; • for literature projects focusing on non-fiction works. This includes: autobiographies, biographies, or essays without fictional elements; tourist guides; leisure and personal development-related works; and scientific and academic works (including the humanities and social sciences, as well as other sciences); • for research trips as part of an academic degree; • to purely fund travel for A&CP to present their previously created work in a professional setting (vernissage, exhibition, concert, performance); • to applicants who are already receiving EU financial support contributing to travel, and daily expenses (such as accommodation and meal) for the same project, same dates and same purpose.

Figure 3: Project eligibility criteria.

c) Destination eligibility criteria	
<i>Transnational mobility</i>	<p>Culture Moves Europe supports transnational mobility between Creative Europe countries.</p> <p>Applicants must:</p> <ul style="list-style-type: none"> • Start from a place in a Creative Europe country in which they can prove they legally reside. • Go to a destination which must be in a different Creative Europe country than their country of legal residence. • Return to their place of residence after the implementation of the project. <p>Failure to comply to this rule will lead the Goethe-Institut e.V. to either reduce the grant or initiate complete reimbursement proceedings.</p>

c) Destination eligibility criteria	
<i>Eligible countries</i>	<p>The destination must be:</p> <ul style="list-style-type: none"> • a Creative Europe country; • Overseas Countries and Territories and Outermost Regions of the European Union. <p>The list is available in the Glossary.</p> <p>Applicants are encouraged to stay informed regarding issues of security and safety in the destination country from the Ministry of Foreign Affairs of their own country. The Goethe-Institut e.V. does not provide any additional information.</p>
<i>Format of the mobility</i>	The implementation of the project must take place in one single destination and must be uninterrupted.
<i>Virtual and hybrid mobility</i>	<p>Hybrid and virtual mobility is not supported, except in two specific situations:</p> <ul style="list-style-type: none"> • For applicants based in countries where a serious threat to safety and security exists or whose projects cannot be implemented in the destination country due to such a threat in that country, applicants can request a virtual mobility directly at the application stage⁹ (see section 4.2). • For selected applicants facing <i>force majeure</i> or serious personal circumstances (only in agreement with the Culture Moves Europe team).
<i>Are considered not eligible</i>	<ul style="list-style-type: none"> • <u>Applications which do not fulfil the previous points.</u>

Figure 4: Destination eligibility criteria.

3.3. Special conditions for Group Projects

Group projects must follow the exact same conditions as projects run by individuals (see section 3.1 and 3.2). However, additional conditions also apply.

Special conditions for group projects	
<i>A group project</i>	A “group” is a fixed number of people (from 2 to 5 persons) with the same coherent group mobility project .

⁹ This provision applies in cases where the applicant is based in a country in which, for example, restriction of movement is in place as a result of a threat to safety and security, or the applicant has their international partner in a country to which the applicant’s Ministry of Foreign Affairs has advised against any travel, or similar.

Special conditions for group projects	
<i>A group leader</i>	<p>The group leader is fully part of the group project and is the main contact point with the Culture Moves Europe team.</p> <ul style="list-style-type: none"> • The tasks of the group leader include: <ul style="list-style-type: none"> ○ the submission of the application on behalf of the group; ○ signature of the grant agreement and possible amendments; ○ receipt and distribution of the mobility grant among the group members via their individual bank account; ○ submission of the activity report at the end of the project. <p>The group leader needs a power of attorney for each group member.</p>
<i>Group members</i>	<ul style="list-style-type: none"> • Each group member has a clearly identified role in the project. • All group members must be implementing the project in the same place of destination, at the same time and for the same duration. <ul style="list-style-type: none"> ○ Each group member must start the mobility in a Creative Europe country in which they can prove they legally reside, and return to their country of residence after the project implementation; ○ All group members do not have to legally reside in the same Creative Europe country, but must not legally reside in the destination country of the mobility. ○ Travel dates can differ slightly from one group member to another, as long as all group members are in the place of destination, working on the project, for the entire project implementation duration. • A member of the group cannot act as the international partner (organisation or individual).
<i>Are considered <u>not eligible</u></i>	<ul style="list-style-type: none"> • Individual A&CPs with the same project and same destination must apply as a group and not as several individual applicants. Multiple separate applications from individuals presenting the same project with the same destination will be considered ineligible. • A group project with more than 5 people cannot apply for the same project with several applications. • If one (or several) person(s) from the group do(es) not undertake a transnational mobility, the whole application will be considered ineligible.

Figure 5: Special conditions for group projects.

3.4. Eligible applications: *how and when to apply?*

3.4.1. *How to apply?*

Applicants are required to create an account and fill in the online application on the [Goethe-Application Portal](#)¹⁰.

¹⁰ <https://gap-online.goethe.de/en-US/register>

- The **online application** has to be personal, written and submitted by the individual candidates themselves (or by the group leader). **Applications coming from other structures or people will not be accepted.**
- Applicants can edit and save the draft until the final submission, within the indicated deadline.
- Once submitted, the application cannot be changed, and it will be evaluated only after the monthly deadline.

On the Goethe-Application Portal, applicants must provide a set of information, namely:

- Personal details (of the applicant for individual projects, or the group leader and each group member for group applications).
- Details of the mobility project:
 - Description of the project and main objective(s);
 - Relevance of the mobility project;
 - Mobility project preparation (incl. the role of each group member);
 - Collaboration with the international partner;
 - Expected long-term outcome;
 - Sustainability aspects.
- Documents to be uploaded, correctly named:
 - **SURNAME_Name_type of document**

Compulsory supporting documents	
<p>1. <i>Official National Identification Document</i></p>	<ul style="list-style-type: none"> • Official document¹¹ that proves one's identity. They are issued by the public authorities for various purposes such as work, taxation, health care and travel. • It can be for example: National Identity Card, passport, residence permit. • One document per applicant/group member, in PDF, JPEG, PNG or JPG format. • Document can be in any Creative Europe language. Explanatory note in English might be requested.
<p>2. <i>Proof of legal residence</i></p>	<ul style="list-style-type: none"> • The official document must clearly indicate the name and the address in the country of legal residence of the applicant (or group member). • It can be for example: National Identity Card or Passport; refugee or humanitarian protection status; residence permit; electricity or water bills, etc... as long as <u>the name and address are clearly indicated</u>. • One document per applicant/group member, in PDF, JPEG, PNG or JPG format. • Document can be in any Creative Europe language. Explanatory note in English might be requested.

¹¹ A document is considered official when delivered by official national authorities. Supporting official documents cannot be replaced by self-declaration or by sworn or solemn statements before judicial or administrative authorities, notaries of public officers.

Compulsory supporting documents	
3. <i>Short Curriculum Vitae (CV)</i>	<ul style="list-style-type: none"> • A CV as a one/two-page document with a summary of personal information and contact details, relevant education, and professional experience. • One short CV per applicant/group member, in English and in PDF format.
4. <i>Artistic and Creative Portfolio</i>	<ul style="list-style-type: none"> • An artistic/creative portfolio focuses on the artistic and creative work. It includes examples of personal creations, projects, ideas, etc. <u>It is not a Curriculum Vitae.</u> • For group project: one single portfolio for the whole group (in English and in PDF format), which must combine and include the artistic work of the whole group or each group members in one single document, even if the group members did not work together before.
5. <i>Proof of collaboration with the International Partner</i>	<ul style="list-style-type: none"> • Document provided by the international partner confirming the collaboration with the applicant. • It can be either a formal email or a signed invitation letter¹² and must include: <ul style="list-style-type: none"> ○ Brief description of the International Partner. ○ Name of the applicant (and each group member if group project). ○ Brief description of the collaboration with the applicant. ○ Duration of the mobility. • Dated PDF document, <u>in English language.</u>

Figure 6: List of compulsory supporting documents at application stage.

Documents to be provided, if applicable	
6. <i>Disability support</i>	<ul style="list-style-type: none"> • Any official or medical document proving that the applicant has a disability that affects their ability to carry out the mobility project. • The document can be in any official language of a Creative Europe country but must include an explanatory note in English. • One PDF document per group member (if applicable).

Figure 7: List of supporting documents to be provided at application stage, only if applicable.

The Goethe-Institut e.V. will only allow the submission of applications that are complete. Applications will be considered **not eligible** if the required information fields are empty, completed with the wrong type of information (wrong data type), the required documents are not uploaded or if they are shared in any another way than uploaded on the Goethe-Application Portal. Documents shared via WeTransfer, Dropbox, attached to emails, etc. are not accepted.

¹² Screenshot messages are not allowed.

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

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

3.4.2. When to apply?

Submission of applications																	
<i>Monthly deadlines</i>	<p>The rolling call is open from 2 October 2023 until 31 May 2024, 23:59:59 CEST.</p> <p>During the rolling call period, there is a monthly deadline on the last day of each month. All applications received during that month are evaluated in the following weeks. The best applications are selected for funding, taking into consideration the overall available monthly budget.</p> <p>The monthly deadlines are the following:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tbody> <tr> <td>31 October 2023</td> <td>23:59:59 CET</td> </tr> <tr> <td>30 November 2023</td> <td>23:59:59 CET</td> </tr> <tr> <td colspan="2" style="text-align: center;">No monthly deadline in December 2023.</td> </tr> <tr> <td>31 January 2024</td> <td>23:59:59 CET</td> </tr> <tr> <td>29 February 2024</td> <td>23:59:59 CET</td> </tr> <tr> <td>31 March 2024</td> <td>23:59:59 CET</td> </tr> <tr> <td>30 April 2024</td> <td>23:59:59 CEST</td> </tr> <tr> <td>31 May 2024</td> <td>23:59:59 CEST</td> </tr> </tbody> </table> <p>According to previous experience, applicants wait until the last monthly deadline to send their application, which greatly increases competition within that month. We encourage applicants to apply earlier.</p>	31 October 2023	23:59:59 CET	30 November 2023	23:59:59 CET	No monthly deadline in December 2023.		31 January 2024	23:59:59 CET	29 February 2024	23:59:59 CET	31 March 2024	23:59:59 CET	30 April 2024	23:59:59 CEST	31 May 2024	23:59:59 CEST
31 October 2023	23:59:59 CET																
30 November 2023	23:59:59 CET																
No monthly deadline in December 2023.																	
31 January 2024	23:59:59 CET																
29 February 2024	23:59:59 CET																
31 March 2024	23:59:59 CET																
30 April 2024	23:59:59 CEST																
31 May 2024	23:59:59 CEST																
<i>One application per call</i>	<p>Each applicant is allowed to submit only one application either as an individual, as a group leader or as a group member within this rolling call, which runs from 2 October 2023 until 31 May 2024 at 23:59:59 CEST.</p> <p>An applicant cannot apply as an individual and as a group leader/member in the same or different monthly deadlines of this call.</p>																
<i>Are considered not eligible</i>	<p><u>Applications which do not fulfil the previous points.</u></p>																

Figure 8: Rules and timeline for submission of applications

4. Grant calculation

4.1. How is the grant calculated?

The grant amount indicated on the **Goethe-Application Portal**, at application stage, is **indicative**. The final amount is confirmed only after the validation by the Culture Moves Europe team and is indicated in the grant agreement.

The financial contribution is composed of **two** elements: the mobility grant, and the top-ups and disability support.

A. Mobility grant	
<i>A.1. Travel allowance</i>	<p>Contributes to the travel expenses for the journey from the place of legal residence to the place of destination and back to the place of residence.</p> <ul style="list-style-type: none">• For applicants planning to implement a project at least 5.000 km away from their place of legal residence, the travel grant is adapted to reflect the additional cost and time of long-distance travel.• The Culture Moves Europe project encourages applicants to choose sustainable ways of travelling with the green mobility top-up (see below).
<i>A.2. Daily allowance</i>	<p>Contributes to accommodation, meals, and other expenses during the implementation of the project.</p> <p>The project duration should be justified in relation to the project activities.</p>
B. Top-ups and disability support	
<i>Top-ups and disability support</i>	<p>The aim is to support the inclusion of people from various backgrounds and profiles, based on individual needs.</p>

Figure 9: Mobility grant, top-ups and disability support

Culture Moves Europe operates on a lump-sum approach which means that the amount indicated in the grant agreement is granted regardless of the actual expenses.

Selected applicants remain fully responsible for their own security and safety. The Culture Moves Europe team recommends that grantees notify and register with their Embassy before starting their mobility project, and to obtain travel insurance. There is no additional support to cover this cost.

The grant is calculated as described here below.

A. Mobility Grant	
A.1. Travel allowance	
<ul style="list-style-type: none">The distance is calculated, in kilometres, from the place of residence to the place of destination. The calculation is made automatically through a distance calculator on the application form.The travel allowance is a fixed amount and contributes to the travel expenses for both directions of travel: from the place of residence to the destination, and back to the place of residence.	
<i>Distance</i>	<i>Fee (€)</i>
Under 5.000 km	€ 350
From 5.000 km	€ 700
<ul style="list-style-type: none">The fixed travel allowance can be complemented by the green mobility top-up for journeys of 600 km and above and the OCT/OR top-up (more info: see figure 11).For journeys below 600km (calculated one way), travelling by plane is not allowed, except in exceptional circumstances such as:<ul style="list-style-type: none">You have a disability that affects your ability to travel differently.Your place of residence/place of destination is in an island which is only accessible via airplane.You are facing a situation of <i>force majeure and serious personal circumstances</i>.For applicants who only travel by airplane, a contribution to a CO₂ offsetting fund will be paid by the Goethe-Institut e.V., based on the distance travelled.	
A.2. Daily allowance	
<ul style="list-style-type: none">Allowance which contributes to daily expenses during the implementation of the project, once in the destination country, for the requested duration.It can be for example: accommodation, food, local transportation, renting equipment, materials, etc.	
<i>Unit</i>	<i>Fee (€)</i>
Per person	€ 75 per day

Figure 10: Mobility Grant Calculation for the Individual Mobility Action

B. Top-ups and disability support

- Top-ups and disability support are based on personal needs. Applicants must provide sufficient supporting documents, either at application or reporting stage.
 - *Disability support*: for applicants whose disability affects their ability to carry out their mobility project. Supporting documents are requested at application and reporting stage.
 - *Green mobility top-up*: to support those who choose sustainable means of transportation. This includes all forms of transport except airplane. Both outward and return journeys must be undertaken using sustainable means of transportation. It can be requested for journeys of 600 km and above (calculated one way).
 - *Outermost Regions (OR) and Overseas Countries and Territories (OCT) top-up*: for applicants whose place of residence and/or place of destination is an OCT or OR. List of OCTs and ORs available in the Glossary.
 - *Visa top-up*: for expenses connected to visa processing.
 - *Family top-up*: for applicants with custody of children below the age of 10 during the mobility period. Fixed amount regardless of the number of children.

<i>Top-ups and disability support</i>	<i>Fees (€)</i>
Disability support	Budget to be agreed with the Culture Moves Europe team. It can amount to up to 100% of the total mobility grant.
Family top-up	€ 100
Green mobility top-up	€ 350
Outermost Regions (OR) and Overseas Countries and Territories (OCT) top-up	€ 150
Visa top-up	€ 80

- Except the disability support, all other top-ups are paid at the end of the mobility, after submission of supporting documents and approval by the Culture Moves Europe team. The list of supporting documents is available in the Grantee's Handbook.

Figure 11: Additional and individual support and top-ups

4.2. Exception: countries in which there is a serious threat to applicant's safety and security

For applicants based in countries where a serious threat to safety and security exists or whose projects cannot be implemented in the destination country due to such a threat in that country, applicants can request a virtual mobility directly at the application stage¹³.

Specific option for artists and cultural professionals residing in or whose destination country present a serious threat to their safety and security	
<i>Virtual mobility</i>	<ul style="list-style-type: none">• 35€ daily allowance to contribute to subsistence, connectivity, etc.• No travel allowance.• No disability support and top-ups.

Figure 12: specific option for artists and cultural professionals residing in or whose destination country present a serious threat to their safety and security

¹³ This provision applies in cases where the applicant is based in a country in which, for example, restriction of movement is in place as a result of a threat to safety and security, or the applicant has their international partner in a country to which the applicant's Ministry of Foreign Affairs has advised against any travel, or similar.

5. Assessment process and selection criteria

5.1. Assessment process

Following the monthly deadline, the evaluation process lasts from six to eight weeks. This is an indicative timeline. For that reason, it is highly recommended that applicants submit their application at least 4 months before the start of their mobility project.

The assessment process includes:

- 1) **Eligibility check:** the Culture Moves Europe team checks that the application is complete and complies with the eligibility criteria (see section 3) Applications which do not meet the eligibility criteria will be considered ineligible and receive a notification email. Eligible applications are automatically sent for evaluation and do not receive any notification at this stage.

- 2) **Evaluation:** each eligible application is evaluated by two independent experts, who are part of the Culture Moves Europe experts' pool. They are selected for their expertise in the different sectors and from countries covered by the scheme, and their names are not communicated to the applicants. Evaluators work independently from one another and follow a strict evaluation grid (see here below, figure 13). They sign a declaration of non-conflict of interest.

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

The experts will assess the following aspects of the application:

Experts' evaluation grid	
<p><i>Relevance of the project</i> (4/20 points)</p>	<ul style="list-style-type: none"> ✓ The extent to which the project is related to the objectives/expected outcomes of the mobility scheme. ✓ Will the mobility allow the applicant to explore, create, learn and/or connect internationally?
<p><i>Relevance of the mobility</i> (5/20 points)</p>	<ul style="list-style-type: none"> ✓ The extent to which the mobility is necessary to achieve the stated objective (to explore, create, learn and/or connect). Could the same activity be undertaken at a distance, or is physical presence and interaction necessary? ✓ Is the requested duration adapted to the objective of the project? ✓ How strong is the collaboration between the applicant and the international partner?
<p><i>Quality of preparation</i> (5/20 points)</p>	<ul style="list-style-type: none"> ✓ Is the mobility sufficiently well planned and prepared to achieve the desired results? Does the project include a timeline of the activities and meetings to be developed and organised? ✓ For group applications, is the role of each group member in the project clearly defined?

Experts' evaluation grid	
<p><i>Longer-term outcome</i> (4/20 points)</p>	<ul style="list-style-type: none"> ✓ How realistic is the desired outcome? ✓ Will the mobility lead to long-term opportunities? ✓ How will the mobility be beneficial for the career of the applicant and the development of the international partner?
<p><i>Sustainability aspects</i> (2/20 points)</p>	<ul style="list-style-type: none"> ✓ How is the applicant including environmentally sustainable aspects in the mobility and implementation of the project <ul style="list-style-type: none"> ○ (e.g. facility of the international partner, reuse of material, technology, practices by the applicant or together with the International Partner, etc...)?

Figure 13: Evaluation grid to be used by the external experts.


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

Culture Moves Europe will fund a maximum of 6.000 mobility grants for individual A&CP between October 2022 and June 2025. **Due to the available budget, the Individual Mobility Action is divided into three duration categories and the selection is estimated as follows:**

- Approximately 60-70% for short-term projects (7 to 21 days)
 - Approximately 20-30% for medium-term projects (22 to 39 days)
 - Approximately 7-15% for long-term projects (40 to 60 days)
- 4) **Notification:** the results (selected, not selected and reserve list) are notified to the eligible applicants via the Goethe-Application portal, approximately 6 to 8 weeks after the monthly deadline.

Monthly Timeline

from October 2023 to July 2024



1	2	3	4	5
Monthly deadline	Assessment of applications	Notification of results	Grant agreements	Earliest mobility start
<p><i>A new batch of applications is ready to be evaluated.</i></p> <p>▼</p> <p>Last day of each month</p>	<p><i>Each application is checked for eligibility, with those eligible passed on for evaluation by experts. The Jury selects the mobility projects to be funded.</i></p>	<p><i>Applicants are notified of results via the Goethe-Application Portal</i></p> <p>▼</p> <p>6 to 8 weeks after the monthly deadline</p>	<p><i>Grant agreements are prepared and sent to selected applicants</i></p>	<p><i>Grantees can start their individual mobility project</i></p> <p>▼</p> <p>60 days after the monthly deadline <u>and</u> after signature of the grant agreement</p>

Figure 14: Indicative timeline from the monthly deadline to the earliest start of mobility projects

6. Selected? What's next?!

Successful applicants are notified on the Goethe-Application Portal.

6.1. Signature of the grant agreement and implementation of the mobility project

Following the positive notification email, the Culture Moves Europe team starts preparing the grant agreement. **Priority will be given to mobility projects with the earliest starting dates.**

The grant agreement is the main contractually binding document between the selected A&CP and the Goethe-Institut e.V. It defines the activities to be undertaken from the country of legal residence to the country of destination (and return to the country of residence), the project duration, the budget and all rights and obligations.

Selected applicants have 15 days to sign and send back electronically the grant agreement to the Goethe-Institut e.V. If the grant agreement is not signed/sent back within that period, the Goethe-Institut e.V. considers it as a rejection of the offer.

The mobility project can only start 60 days after the monthly deadline for which the application was submitted and not before receipt of the signed grant agreement from the selected applicant. Grantees have one year, from the signature of the grant agreement, to implement their mobility project.

Projects cannot be implemented later than 31 May 2025.

6.2. Changes to the mobility project

Since the decision on the grant is based on the information submitted with the application, changes to the mobility project are very restricted and must be requested **and approved by the Culture Moves Europe team in advance.**

More information available in the Grantee's Handbook.

6.3. After the end of the mobility project and activity report

Grantees have to submit an activity report on the Goethe-Application Portal within 30 days after the implementation of the project in the destination country. It must include proof of return to their place of legal residence.

This activity report has to include:

- **Results:** the grantee must fill in a short questionnaire and explain in what ways the results of the mobility met their expectations.
- **Provide proof of transportation, stay, and project implementation** for the requested duration, through various supporting documents such as transport tickets, invoices, receipts, pictures and social media posts, etc. Grantees will not be asked to send receipts of all their expenses unless they contribute to proving their stay abroad. The list of requested proof is available in the Grantee's Handbook.

If the activity report has not been submitted within 30 days, the Goethe-Institut e.V. will request for a reimbursement of the entire grant.

The latest reporting day is 31 May 2025. After this date, no report will be accepted.

6.4. Payment of the mobility grant

The grant is paid in two installements, in euros, to the account mentioned in the grant agreement:

- A company/organisation account is not allowed.
- For group applications, the account must be the personal bank account of the group leader.

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

Payments:	When?	What?
<i>First payment</i>	The payment is processed within 30 days after signature of the grant agreement by both parties.	<ul style="list-style-type: none"> • 75% of the travel and daily allowance. • 75% of the disability support (if applicable)
<i>Balance payment</i>	<p>The payment is processed 30 days after approval of the activity report (including the supporting documents), by the Culture Moves Europe team.</p> <p>In case of discrepancy between the grant agreement and the information in the activity report, the Culture Moves Europe team may recalculate the grant and reduce the balance payment accordingly.</p>	<ul style="list-style-type: none"> • 25% of the travel and daily allowance. • 25% of the disability support (if applicable). • 100% of the requested top-ups (if applicable).

Figure 15: Grant payment details and timeline.

7. Data Protection

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

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

GETTING IN TOUCH WITH THE CULTURE MOVES EUROPE TEAM

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

Online

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

By email

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

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

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

Document accessibility

If you experience any accessibility challenges with this document, please contact the team at culturemoveurope@goethe.de[→]



**CULTURE
MOVES EUROPE**



**Funded by
the European Union**

IMPLEMENTED BY THE

