Application form
3rd Call for Individual Mobility

Goethe-Institut
Rue Belliard 58
1040 Brussels,
Belgium

ec.europa.eu/culture-moves-europe
culturemoveseurope@goethe.de

About Culture Moves Europe and your application

ABOUT THE SCHEME

Culture Moves Europe is the permanent mobility scheme funded by the Creative Europe programme of the European Union and implemented by the Goethe-Institut.

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.

ELIGIBILITY

Before applying, please check the full eligibility criteria in the call document for the Culture Moves Europe – Individual Mobility Action.

Make sure you (and your group members) are eligible for Culture Moves Europe:

- I am an individual or we are a group of maximum 5 artists or cultural professionals;

- over 18 years old;

- artist or cultural professional;

- active in one of the eligible sectors: architecture, cultural heritage, design and fashion design, literature, music, performing arts, and visual arts;

- I/we have a project idea to implement with a partner based in another Creative Europe country;

- I am applying for myself, either as an individual or as the leader of a group[1];

- I/we have never received a Culture Moves Europe grant from the Individual Mobility action;

- I am/we are are not an expert in the Culture Moves Europe Evaluators' Pool for the Individual Mobility Action;

- **I am/we are legally residing in one of the Creative Europe countries**: Albania, Armenia, Austria, Belgium, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo[2], Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Tunisia, Ukraine.

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[1] Applications coming from other people or structures will not be accepted. [2] 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.

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Funded by
the European Union

IMPLEMENTED BY:

GOETHE
INSTITUT

- **Or in one of the 9 Outermost Regions:** Azores (Portugal), Canary Islands (Spain), French Guiana (France), Guadeloupe (France), Madeira (Portugal), Martinique (France), Mayotte (France), Reunion Island (France), and Saint-Martin (France);

- **Or in one of the 13 Overseas Countries and Territories:** Aruba (The Netherlands), Bonaire (The Netherlands), Curaçao (The Netherlands), French Polynesia (France), French Southern and Antarctic Territories (France), Greenland (Denmark), New Caledonia (France), Saba (The Netherlands), Saint Barthelemy (France), Sint Eustatius (The Netherlands), Sint Maarten (The Netherlands), St. Pierre and Miquelon (France), and Wallis and Futuna Islands (France).

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.

DEADLINES

The rolling call is open from 1 August 2024 until 30 November 2024, 23:59:59 CET.

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 monthly deadlines are the following:

- **August deadline:** 31 August 2024 at 23:59:59 CEST
- **September deadline:** 30 September 2024 at 23:59:59 CEST
- **October deadline:** 31 October 2024 at 23:59:59 CET
- **November deadline:** 30 November 2024 at 23:59:59 CET

Applications must be submitted in English.

Applicants can only submit one application as part of the Third Call for Individual Mobility

APPLICANT DETAILS

Person responsible

Salutation*

Drop down list with:
- o   Mr
- o   Ms
- o   Neutral
- o   Dr
- o   Other

First name*

Open text

Last name*

Open text

Street, house number*

Open text

Additional info

Open text

Postal Code

Open text

City

Open text

Country*

Drop down list with all countries

Email*

Open text

Telephone / Mobile

Open text

Additional personal details

Date of birth *

MM/DD/YYYY

Gender*

- o   *Female*
- o   *Male*
- o   *Non-binary*
- o   *Prefer not to say*

Nationality*

Drop down list

Place of residence: please specify the country in which you are currently a legal resident. Only legal residents of the countries listed below, and of their Overseas Countries and Territories (OCT) and their Outermost Regions (OR), are eligible to take part in the project.

Country in which you are a legal resident *

Drop down list with Creative Europe countries

Please specify how many inhabitants live in your city of residence*

Drop down list with:
o Less than 2.000 inhabitants
o 2.001 - 10.000 inhabitants
o 10.001 - 150.000 inhabitants
o 150.001 - 1.000.000 inhabitants
o More than 1.000.000 inhabitants

I am an artist / cultural professional living with a disability*

- ☐ Yes
- ☐ No

If YES, Culture Moves Europe offers additional financial support for grantees with a disability to compensate for extra costs connected to travel to/from the destination and/or project implementation. Disability support can be requested for both virtual and mobility projects. The budget is agreed with the Culture Moves Europe team, based on individual needs. Would you like to claim additional support?

- ☐ Yes
- ☐ No

Please describe your specific needs

Open text

Please give an estimated budget for these support needs

Open text

Do you apply as a

- o Individual
- o Group (2 to 5 people)

In case of a group application, please note that the Goethe-Application-Portal account holder is automatically considered to be the group leader. If someone other than you is supposed to be the group leader, please apply with their account to this application. Identical applications from different accounts will be automatically considered ineligible.

To make a group application you must add details below for each member of your group. To add a person's details, click on the plus icon.

EDUCATION

Information in this section is used for statistical purposes. It is not part of the evaluation criteria.

Highest educational qualification in artistic/cultural fields*

Drop down list with:

- o   No formal education
- o   Vocational qualification and training
- o   Bachelor
- o   Master / postgraduate studies
- o   PhD
- o   Other

Language skills*

Please indicate your mother tongue, and up to 4 additional languages

Drop down list

Proficiency*

Drop down list with:
- o   A1/2: Basic User
- o   B1/ B2: Independent User
- o   C1/ C2:Proficien User
- o   Mother tongue

Are you proficient in a sign language?
- ☐   Yes
- ☐   No

PROFESSIONAL EXPERIENCE

Information in this section is used for statistical purposes. It is not part of the evaluation criteria.

Experience

I am / my group can be characterised as*:

- ☐ Emerging
- ☐ Established

Emerging Artist/Cultural Professionals
In the early stages of creative development and of a professional career.

Established Artist/Cultural Professionals
- With extensive exhibition or performance history;
- With one or more public exhibitions curated by a museum or a larger foundation, or performances shown at (inter)national festivals and theatres;
- With publications on the artistic oeuvre (as opposed to media coverage).

Occupation and status

Current employment status*

Drop down list with:

- o Full-time employed
- o Temporary / part-time employed
- o Self-employed
- o Unemployed
- o Retired

Current occupation (in the artistic and cultural sector)*
- ☐ Artist
- ☐ Cultural professional

Estimated total annual income from artistic and cultural activities*

Drop down list with:

- o Less than €5,000
- o €5,000-10,000
- o €10,000-20,000
- o €20,000-35,000
- o €35,000-50,000
- o More than €50,000

YOUR INTERNATIONAL PARTNER

When applying to Culture Moves Europe, you need to have an international partner with whom you will undertake the project in the destination country.

More information in Section 3.2 of the Third Call for Individual Mobility.

My international partner is*

- ☐ An individual
- ☐ An organisation

International partner details

Name of the international partner (organisation or individual)

Open text

Email address of the international partner

Open text

Phone number of the international partner (including country code)

Open text

Street and number of the international partner

Open text

Postcode of the international partner

Open text

City of the international partner

Open text

Country of the international partner. Only Creative Europe countries (listed below) are eligible)

Drop down list with Creative Europe countries

Role of the international partner in the project

Please describe why you have chosen this international partner and their role in the project.

Open text

Is the international partner based in the destination country?

- ☐ Yes
- ☐ No

DETAILS OF THE MOBILITY AND BUDGET ESTIMATE

We use the information you provide in this section to calculate an estimated budget, which is given at the bottom of the page.

More information in Section 4 of the Third Call for Individual Mobility.

Project dates

Plan ahead: your project and its travel can start earlier than 60 days after the current monthly deadline. The latest it can finish is 30 April 2025.

Project duration: you can apply for 7-40 days if you are an individual, or 7-14 days if you are a group. Your project duration will only count the days you spent implementing your project in the destination country. Travel days are not included.

Flexible travel: you can leave your place of legal residence up to 15 days before the start of your project implementation and arrive back in your place of legal residence up to 15 days after the implementation of your project.

Please enter the first day and last day of your project implementation in the destination country (MM/DD/YYYY):

Destination country

Drop down list with Creative Europe countries

Mobility summary

Duration in number of days

Number automatically filled in based on information provided previously

Duration category

Information automatically filled in based on information provided previously

Your budget

Information you give in this section will allow us to calculate an estimated budget, based on where you travel to/from, how far you travel, and what transport you use. You will be asked to enter travel information for each person travelling – which can be up to 5 people for groups.

How the budget is calculated

The budget is calculated per person and has two main parts. First, a Mobility Grant for travel and daily costs (everyone gets this).

Then, extra top-ups and accessibility support (based on individual needs).

Mobility Grant:

- o **Daily allowance:** 75 euros per day; or 35 euros per day for virtual projects. This is a contribution towards costs such as food and accommodation in the destination country.
- o **Travel allowance:** 350 euros for a travel distance of less than 5,000km (one-way); or 700 euros for a distance of 5,000km or more.

Top-ups and support:

- **Green mobility top-up:** a grant of 350 euros to support those who choose sustainable means of travel from the place of residence to the place of destination and back to the place of residence. This includes all forms of transport except airplanes. It can only be granted for journeys of 600 km and above (distance calculated one way on a straight-line basis), and for eligible travel routes.
- **OCT/OR top-up:** 150 euros to support applicants whose place of residence and/or place of destination is an OCT or OR.
- **Visa top-up:** 80 euros to contribute to expenses connected to visa processing.
- **Family top-up:** 100 euros to support A&CPs with custody of children below the age of 10 during the mobility project. This is a fixed amount regardless of the number of children.
- **Accessibility support:** additional financial support for grantees who are deaf or have a disability, to help cover specific additional costs connected to the project implementation and/or the travel from the place of residence to the destination (and back).

Supporting documents are requested at application and reporting stage to prove you are eligible for requested top-ups or support.

More information on budget calculations is available in Section 4 of the Third Call for Individual Mobility

Virtual mobility

Virtual mobility <u>can</u> be requested:
- For applicants who, due to a disability, are unable to carry out their project abroad.
- If there is a serious threat to safety and security where applicants are legal residents.

Virtual mobility <u>must</u> be requested:
- If there is a serious threat to safety and security in the destination.

Do you want to request a virtual mobility?
- ☐ Yes
- ☐ No

Visa top-up
Will you need a visa to go to your destination country?
- ☐ Yes
- ☐ No

OCT/OR top-up
Are you legally residing and/or traveling to an eligible Overseas Country or Territory (OCT) or Outermost Region (OR)?
- ☐ Yes
- ☐ No

You indicated that you are travelling to or from an eligible Overseas Country or Territory (OCT) or Outermost Region (OR).

Please select the relevant OCT or OR.

Drop down list with list of OCT/ORs

Grant payment
Is the main applicant's bank account based in a non-Eurozone country (a country that does not use the Euro as its official currency)?

☐ Yes
☐ No

Family top-up
Do you need an extra support for care obligations, for participants with legal custody of children below the age of 10 during the mobility project?

☐ Yes
☐ No

Please indicate the age of the child(ren)

Open text

Do you have any other comments that Culture Moves Europe should know?
Please specify

Open text

Travel and transportation

Please enter the locations where your travel will begin and end:

Place of residence (start)

Address of legal residence

The starting location must be the same as the address given in the Applicant Details section. Please use this address to establish your starting location.

Destination

Address of destination

The destination location should be the address where your project will be implemented. This will usually be the same as the address given for your local partner but can be another location in the same country.

Travel Destination

Calculated automatically

What is the main means of transport you will use to travel from the country of residence to the country of destination?

Drop down list with:

- o Boat/Ferry
- o Bus
- o Car/car-sharing
- o Train
- o Airplane
- o Other

Estimated budget

Based on a fixed allowance of 75 euros per day (35 euros for virtual mobility) – the total daily allowance is:

Calculated automatically

Travel allowance (based on the distance between place of legal residence and place of destination)

Calculated automatically

OCT/OR top-up

Calculated automatically

Green mobility top-up

Calculated automatically

Family top-up

Calculated automatically

Visa top-up

> *Calculated automatically*

Total budget

> Calculated automatically

The information repeats for each group member.

Final estimated budget

This is an estimated budget based on the information you provide. It can be changed later if the details of your project change. Top-ups can also be reduced or removed if you're not able to prove you're eligible for them.

Daily allowance

Based on a fixed allowance of 75 euros per day (35 euros for virtual mobility)

> *Calculated automatically*

Travel allowance

Based on distance between place of legal residence and place of destination for all the people travelling.

> *Calculated automatically*

Top-ups

OCT/OR top-up

> *Calculated automatically*

Green mobility top-up

> *Calculated automatically*

Family top-up

> *Calculated automatically*

Visa top-up

> Calculated automatically

Total budget

> *Calculated automatically*

YOUR PROJECT

> The project is the activity you plan to develop together with your international partner in the destination country.
>
> More information in section 3.2 of the Third Call for Individual Mobility.

Main sector

What is the main artistic sector for your project? *

Select list with:
- o Architecture
- o Cultural heritage
- o Design and fashion design
- o Literature
- o Music
- o Performing arts
- o Visual arts

Main discipline

Appears if "Architecture" is ticked: What is the main discipline?

Architecture*

Select list with:
- o Traditional
- o Urban
- o Landscape
- o Other

If "other", please specify *

Open text

Appears if "Cultural Heritage" is ticked: What is the main discipline?

Cultural Heritage*

Select list with:
- o Crafts
- o Museum institutions
- o Natural
- o Tangible (built heritage)
- o Intangible (living heritage)
- o Other

If "other", please specify *

Open text

Appears if "Design and Fashion design" is ticked: What is the main discipline?

Design and fashion design*

Select list with:
   o   Design
   o   Fashion design
   o   Other

If "other", please specify *

Open text

Appears if "Literature" is ticked: What is the main discipline?

Literature*

Select list with:
   o   Literary creation
   o   Literary translation
   o   Publishing and promotion of literary works from Creative Europe countries (incl. OCT/OR)
   o   Other

If "other", please specify *

Open text

Appears if "Music" is ticked: What is the main discipline?

Music*

Select list with:
   o   Classic and opera
   o   Folk/Indie
   o   Jazz/Blues
   o   Metal/Goth
   o   Rock/Pop
   o   Rap/hip hop
   o   Experimental/Sound art
   o   Other

If "other", please specify *

Open text

Appears if "Performing arts" is ticked: What is the main discipline?

Performing arts*

> *Select list with:*
> - o   Circus
> - o   Dance
> - o   Theatre
> - o   Outdoor arts performance
> - o   Puppetry
> - o   Street art
> - o   Other

If "other", please specify *

> *Open text*

Appears if "Visual arts" is ticked: What is the main discipline?

Visual arts*

> *Select list with:*
> - o   Comic arts
> - o   Digital arts
> - o   Painting
> - o   Photography
> - o   Sculpture
> - o   Action/performance
> - o   Other

If "other", please specify *

> *Open text*

Secondary sector

What is the secondary sector for your project? (optional)

> *Select list with:*
> - o   Architecture
> - o   Cultural heritage
> - o   Design and fashion design
> - o   Literature
> - o   Music
> - o   Performing arts
> - o   Visual arts

Objective of the project

Please choose two the objectives of your project:

> *Checkbox list with:*
> - ☐ **To explore**: to conduct research, to investigate and work on a specific theme or a new concept.
> - ☐ **To create**: to engage in a collective creative process seeking to produce a new piece of artistic/cultural work.
> - ☐ **To learn**: to enhance competencies through non-formal learning, or collaboration with a specialist.
> - ☐ **To connect**: to develop a professional network, to strengthen professional development, to engage with new audiences.

Project description

Please give a summary of the content of your project, the expected results, the people you will work with and your expected audience, if applicable.

Open text

Relevance of the mobility

Please explain how the mobility will allow you to achieve the two objectives you have selected above (under 'Objectives of the project'). Elaborate on why it is important that you travel and that you stay in the destination for the requested duration in order to achieve these objectives.

Open text

Organisation and preparation

Please explain the steps you have undertaken, so far, to prepare your project. For example, what activities/meetings have you already planned? Have you organised a project schedule/calendar? If you apply as a group, have you discussed the plan/schedule with the other members? Has there been preparatory work with your international partner (organisation or individual)?

Open text

Expected longer-term outcome

What do you expect as longer-term outcomes of your project? For example: new partnerships, new contracts or job opportunities, new skills, new ways of thinking and creating, etc. Do you already have a plan on how to achieve these outcomes?

Open text

Sustainability aspects

During your mobility, how do you plan to integrate sustainable practices or reduce any negative impact on the environment?

Open text

Will you do any online preparation with your international partner before the start of your mobility?

- ☐ Yes
- ☐ No

Other information

Additional questions

Did you/your group members already receive financial support from the pilot mobility scheme, i-Portunus?

- ☐ Yes
- ☐ No

If yes, please note that you are eligible for the Cultural Moves Europe mobility grant.

Did you, or members of your group, already apply to either of the two previous Calls for Individual Mobility of Culture Moves Europe, but not receive financial support for your mobility?

- ☐ Yes
- ☐ No

If yes, you are still eligible to apply under this call. You will only be ineligible if you or any member of your group already received funding in a previous Call for Individual Mobility.

Have you / members of your group participated in a residency project funded by Culture Moves Europe as part of the Call for Residency Hosts?

- ☐ Yes
- ☐ No

Please note that if you or any member of your group already received funding as part of the Residency Action, your application is still eligible.

- ☐ I confirm that my transport is not covered by other European funding for the same project and the same dates.
- ☐ I confirm that my daily allowance is not covered by other European funding for the same project and the same dates.

Please note that if you are receiving other EU funding for transport and daily subsistence for the same project and dates, you are not eligible, and therefore, you cannot continue with this application

DOCUMENT TO UPLOAD 1

ID and proof of legal residence

Please note: all files must be uploaded in PDF format.

Official national identification document

One official national identification document for each person travelling. E.g. identity card, passport.

Document checklist:
- o **Valid**: the national identity card/document should be a currently valid document that has not expired
- o **Any Creative Europe language**: an identity document can be in any language of the Creative Europe countries. An explanatory note in English may be requested.

Please include the document type and your name in the filename: 'ID_family name_first name.pdf'

Upload national identity document*

File upload area

Proof of legal residence

For each person travelling, one document proving that you are legally registered in your country of residence, indicating your name and an address in the country of residence at the time of applying. E.g. refugee status, housing contract, bills, or identity document (if your address is included on it), etc.

Document checklist:

- o **Name and address**: the name and address of the individual must be clearly visible on the document.
- o **Same address**: the address on the proof must be the same as the address given in the 'Applicant details' section of this form and the same as the starting location given in the distance calculator in 'Details of the mobility and budget estimate'.
- o **Any Creative Europe language:** A proof of legal residence can be in any language of the Creative Europe countries. An explanatory note in English may be requested.

Please include the document type and your name in the filename: 'ID_family name_first name.pdf'

Upload proof of legal residence*

File upload area

DOCUMENT TO UPLOAD 2

Portfolio, CV, Proof of collaboration

Please note: all files must be uploaded in PDF format.

Short curriculum vitae

A one/two page document for each applicant with a summary of their personal information, relevant education and professional experience. Maximum size for each file: 5MB.

Document checklist:
- o English language: CVs must be in English.

Upload short CV*

File upload area

Artistic and creative portfolio

The artistic portfolio presents a sample of current artistic and creative work, links to relevant work, etc. It is not a CV. Maximum file size: 8MB

Document checklist:
- o **One portfolio for everyone**: if you are making a group application, the portfolio must be a single document that focuses on the artistic work of the whole collective, or of each group member in the case of new collaborations.
- o **English language**: Your artistic and creative portfolio must be in English

Upload artistic and creative portfolio*

File upload area

Proof of collaboration with your international partner

The proof of collaboration is a signed letter written by your international partner. Maximum file sieze: 5 MB.

Document checklist:
- **Descriptive**: Your parner should briefly, clearly state who they are, and how they will collaborate with you.
- **Matching dates/duration**: the duration of your project, and the expected start and end dates must be written in your proof of collaboration and must be the same as the ones given in this application form.
- **All names**: the document must contain the names of each person being invited. For a group application, this means giving all individual names (not only a collective/company name).
- **English language:** Your proof of collaboration must be in English

Upload proof of collaboration with your international parnter *

File upload area

Link to artistic work*

One relevant link to your artistic work (optional)

Open text

DECLARATION OF HONOUR

❑ I, the undersigned, hereby declare that I have read the Culture Moves Europe Call for Residency Hosts in the current version at the time of application and that I agree with all of the terms, conditions and requirements contained in it. *

I confirm that I meet the following eligibility requirements:

❑ I am an artist and/or cultural professional active in the fields of architecture, cultural heritage, design and fashion design, literature, music, performing arts, or visual arts;

❑ I am aged 18 or above;

❑ I legally reside in one of the following countries: Albania, Armenia, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo*, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Tunisia, Ukraine or in one of their Overseas Countries and Territories or their Outermost Regions.

I further confirm, that

❑ I, nor any member of my group, have never received a grant from the Culture Moves Europe - Individual Mobility Action;

❑ I, nor any member of my group, am not a staff member of the Goethe-Institut e.V. or of the Institutions and Agencies of the European Union.

❑ I have prepared this application without direct involvement of the staff responsible for the selection process;

❑ To the best of my knowledge no actual, potential, or perceived conflict of interest* exists. *A conflict of interest shall be deemed to arise where the impartial and objective exercise of the functions of any person implementing the project is compromised.

❑ In case of multiples submissions with different funding organisations, I will declare immediately any other such funding that I will receive for the implementation of the action subject to this application;

❑ The EU has not imposed restrictive measures against me;

❑ I have not been previously excluded from EU funded projects or subject to financial penalty by the European Union;

❑ I will pay all required taxes due on any mobility support I receive and that I understand that this may include double taxation, as explained on this web page;

❑ I undertake to notify the Goethe-Institut immediately of any changes regarding my application and participation in the programme;

❑ I have completed the application form in good faith, and to the best of my knowledge, all information included in my application is true.

❑ For group applications: I confirm that this Declaration of Honour applies to every member of my group.

DATA PROTECTION DECLARATION

Information about data protection for applications

to the Open Call for Culture Moves Europe mobility grants implemented by the Goethe-Institut.

We, the Goethe-Institut e.V., Oskar-von-Miller-Ring 18, 80333 Munich, Germany, would like to inform you which personal data (in short: "data") we process when you submit an application to us via online form. We would also like to inform you about the rights you are entitled to.

You can contact our data protection officer at the above postal address with the addition "data protection officer" or by E-mail at datenschutz@goethe.de.

1. WHICH DATA IS PROCESSED?

When you submit an application, we store and process the following data about you and the other partners involved in the application:

- Name of applicant(s);
- Information provided under education, work experience, availability and supporting documents (such as ID, other proofs);
- Address of applicant(s)(street, city, country);
- Telephone number(s);
- E-mail addresses;
- If provided: homepage / Advertising;
- If provided: social media entries (Facebook, Instagram, LinkedIn, etc.);
- Other documents that you attach to the application (ID card, CV, cover letter, artistic portfolio, etc.);
- An identification number for your application (assigned by us);
- Bank details for approved applications.

2. FOR WHAT PURPOSE IS THE DATA PROCESSED?

This data is processed to evaluate your application and - insofar as a contract is concluded - also to fulfil the contract on the legal basis of art. 6 para. 1 sentence 1 lit. b) GDPR.

3. WHO GETS ACCESS TO THE DATA?

Internally, the data is processed by the Culture Moves Europe project team and the "Cooperation and Third Party Funding"-unit. If necessary, the data is passed on to Goethe-Instituts in Germany and Goethe-Instituts in other countries worldwide as well as the EU as donor. In addition, all members of the respective jury, who decide on applications, receive temporary and limited access to the data.

Your data may also be transmitted to Goethe-Instituts, which have their registered office outside the European Union (EU) or the European Economic Area (EEA). If your data leaves the EU/EEA, we ensure an adequate level of data protection for the transfer to these third countries by concluding EU standard data protection clauses with the Goethe-Instituts located there. These EU standard data protection clauses have been issued by the European Commission for this purpose. You can obtain a copy of this agreement from us upon request. Please contact the above mentioned contact details.

We make use of external IT service providers who can access your data in this respect for the operation and maintenance of our technical systems on which the data is stored. We carefully select and commission these service providers in writing. They are strictly bound by our instructions and are regularly checked by us.

Otherwise, your data will only be passed on to other third parties, if we are legally obliged to do so.

4. HOW LONG IS THE DATA STORED?

We store the data of successful applicants for 10 years. The data of unsuccessful applicants is stored for 3 years. If no new application has been submitted after this time, your data will be deleted unless you or your ensemble expressly request longer storage of the data.

Of course you can also request an early deletion of your data. Please contact kad@goethe.de

5. YOUR RIGHTS

You have the right to request a confirmation whether personal data relating to you is processed; if this is the case, you have a right of access to this personal data and the information specified in art. 15 GDPR.

You have the right to request us to **correct any incorrect personal data** concerning you and, if necessary, to **complete incomplete personal data** without delay (art. 16 GDPR).

You have the right to request us to delete personal data relating to you immediately if one of the reasons listed in art. 17 GDPR applies, e.g. if the data is no longer required for the purposes pursued (**right to erasure**).

You have the right to request us to **restrict processing** if one of the conditions listed in art. 18 GDPR is met, e.g. if you have filed an objection to the processing, for the duration of our examination.

You have the right to receive the data concerning you, which you have provided to us, in a structured, common and machine-readable format. You can also transfer this data to other locations or have it transferred by us (**right to data portability**).

To exercise your rights, please contact: datenschutz@goethe.de.

Without prejudice to any other administrative or judicial remedy, you have the **right of appeal to a supervisory authority** if you believe that the processing of your personal data is contrary to the GDPR (art. 77 GDPR). In Germany, the competent supervisory authority is: The Federal Commissioner for Data Protection and Freedom of Information, Husarenstr. 30, 53117 Bonn, www.bfdi.bund.de.

You can also lodge your complaint with any other data protection authority. It will then be forwarded to the responsible supervisory authority.

If processing your application involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Details concerning the processing of your personal data are available on the privacy statement at: https://ec.europa.eu/dpo-register/detail/DPR-EC-05067

Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 136 of the Financial Regulation. For more information, see the Privacy Statement on:

- http://ec.europa.eu/budget/library/explained/management/protecting/privacy_statement_edes_en.pdf

I acknowledge and agree that Culture Moves Europe will make use of my personal data as well as of the images and videos from my project for statistical and communication purposes.

March 2024

Goethe-Institut e.V.

- ❑ I have read the Data Protection Declaration and I agree to the processing of the data.
- ❑ I certify that all information provided is correct. I know that false statements can lead to rejection or if applicable termination of contract.

YOUR FEEDBACK

Information in this section is used for statistical purposes. It is not part of the evaluation criteria.

Where did you first find out about Culture Moves Europe?

Drop down list with:
- o Social Media (Instagram, Twitter, Facebook, LinkedIn, etc).
- o Family/friends
- o Culture Moves Europe website
- o Newsletter
- o Press article
- o Creative Europe Desk (event, workshop)
- o Other

How difficult was it for you to complete this application form? *

Drop down list with:
- o 1 (Very easy)
- o 2 (Easy)
- o 3 (Normal)
- o 4 (Difficult)
- o 5 (Very difficult)

How much time did you need to complete this application?

Drop down list with:
- o 0 to 30 minutes
- o 30 minutes to 2 hours
- o 2 to 5 hours
- o More than 5 hours

Do you have a clear understanding of the funding procedure and the evaluation criteria? *

☐   Yes

☐   No

Appears if "no" is ticked: Why not? Please elaborate *

Open text

Did you use an AI tool like ChatGPT or Gemini while preparing this application? (Your answer won't be used for evaluation of your application or affect its outcome. We'd just like to know more about which tools people use to complete our forms.) *****

☐   Yes

☐   No

Appears if "Yes" is ticked: which AI system did you use? *

Open text

SUBMIT APPLICATION

Final Remarks

Open text