



## CALL FOR PROPOSALS

Routes4U grant for exemplary actions  
Cultural Routes grant 2016CE160AT111/support to third parties

<b>Project</b>	Routes4U
<b>Awarding entity</b>	Council of Europe
<b>Funding</b>	10,000 euro per grant and 80 000 Euro in total
<b>Duration</b>	Projects shall be implemented by Cultural Routes certified by the Council of Europe in the Adriatic and Ionian, Alpine, Baltic Sea and Danube region. Reporting requirements shall be completed by Routes4U project team.
<b>Estimated starting date</b>	13 November 2018
<b>Issuance date</b>	25 June 2018
<b>Deadline for applications</b>	14 September 2018

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## APPENDICES:

- Appendix I - Application Form
- Appendix II - Provisional budget (Template)
- Appendix III - Template Grant Agreement (for information only)

### HOW TO APPLY?

- Complete and sign the **Application Form** (See **Appendix I**)
- Attach a provisional budget (using the template reproduced in **Appendix II**)
- Attach the other supporting documents:
  - Communication and visibility plan of the proposed activity
  - Table of indicators and data retrieved to measure the outcome of the activity.
- Send these documents in electronic form (Word .and/or PDF) to the following e-mail address: Laura.LIGAZZOLO@coe.int. Emails should contain the following reference in subject: Routes4U-grant
- Applications must be received **before Friday, 31 August 2018, Friday, 14 September 2018** **(at 12:00 CEST)**

## **I. INTRODUCTION**

This call for proposals is launched in the framework of the joint programme of the European Commission and Council of Europe "Routes4U". It aims to co-fund macro-regional, transnational projects aimed at fostering the regional development of the Adriatic and Ionian, the Alpine, the Baltic Sea and the Danube region through the Cultural Routes of the Council of Europe.

Project proposals shall aim to produce an added value to the Council of Europe efforts in this domain.

## **II. BACKGROUND INFORMATION ON THE JOINT PROGRAMME OF THE COUNCIL OF EUROPE AND THE EUROPEAN COMMISSION**

The purpose of Routes4U is to:

1. Strengthen sustainable social, cultural and economic development in the four EU Macro-regions through the Cultural Routes of the Council of Europe;
2. Enhance the cultural cooperation between local, national, and international stakeholders of the four EU Macro-regions (Convention on the Value of Cultural Heritage for Society - Faro Convention)
3. Reinforce the participation of the civil society, ensuring the potential of cultural heritage as a resource for sustainable development.

In particular, it aims to:

1. Foster sustainable growth for creative industries and tourism sector in the EU macro-regions;
2. Strengthen the cultural tourism sector and develop cultural routes projects in the EU macro-regions;
3. Improve the visibility of the Cultural Routes of the Council of Europe in the EU macro-regions;
4. Encourage regional investment along the Cultural Routes of the Council of Europe.

Project partners include stakeholders of the macro-regional strategies of the European Union, the Cultural Routes certified by the Council of Europe.

## **III. BUDGET AVAILABLE**

The indicative available budget under this call for proposals is 80 000 Euros (eighty thousand Euros). The Council of Europe intends to award eight grants of a maximum amount of 10 000 Euros (ten thousand Euros) each.

Subject to availability of funds and extension of the Project initial duration, the Council of Europe reserves the right not to award all available funds, and/or to redistribute the available funds in a different manner depending on the project proposals received and on the outcome of the call for proposals.

## **IV. REQUIREMENTS**

### **1. General objective**

The grants will fund projects designed to strengthen sustainable regional development in one or more of the four macro-regions (the Adriatic and Ionian, the Alpine, the Baltic Sea and the Danube region).

The activities carried out in the framework of the grant-system will support local economies in an innovative and sustainable manner and contribute to the visibility of the four macro-regions. Special attention should be given to young people and women entrepreneurs. The action needs to be social inclusive as well as transnational and intercultural.

A specific emphasis will lie on the monitoring aspect of the activities to ensure the efficiency of the activities carried out in the framework of the grant system. Therefore, the creation and final evaluation of indicators and data on the economic, cultural and touristic impact has to be part of the proposed project.

## 2. Means of action

Projects may include:

- The use of an original product brand, e.g. “made in Cultural Routes” or of macro-regional authentic European products: Products will be produced by small and medium size enterprises, local producers, craftsmen, artists linked to the certified Cultural Routes of the Council of Europe in the Adriatic and Ionian, the Alpine, the Baltic Sea and the Danube region. A catalogue should register the latter, allow a selection of products through a catalogue and increase the visibility of the macro-region as a quality-marker of regional products.
- The creation of sustainable and innovative touristic offers, focusing on specific needs of the local area, the cross border regions or the macro-region, as well as including the local economic and touristic stakeholders. These offers should not only relate to the Cultural Routes certified by the Council of Europe, but also to one or more of the 4 EU Macro-region. These offers need to be developed with tourism operators and communicated through different channels such as tourism offices to reach a high number of potential visitors.
- The use of a Cultural Routes Card with discounts and advantages provided to the card holders (free entries to heritage sites, special packages along the routes, discounts on hotels and restaurants). The card should be developed in cooperation with cultural stakeholders (museums, theatres, festivals), economic stakeholders (small and medium size enterprises, local producers) and tourism stakeholders (tour operators, guides and tourism offices). The card should motivate the card holder to travel along the Cultural Route and within at least one of the 4 EU Macro-regions. It should allow the collection of data on its use.
- The signposting of a certified Cultural Route in at least three countries of the Adriatic and Ionian, the Alpine, the Baltic Sea or the Danube region. Signs should be placed along the Route and/or at specific points of interest as well as sites of the Cultural Routes. These signs should be developed in line with a communication strategy promoting the Cultural Route and the respective Macro-region.

## 3. Implementation period

The implementation period of the projects should start on ~~Thursday, 1 November 2018~~ **Tuesday, 13 November 2018** (see indicative timetable under VIII. below) and shall not extend beyond **Monday, 1 July 2019**.

A mid-term reporting on the status of the implementation is requested on **Thursday, 31 January 2019** at the latest. Reporting requirements for the final report shall be completed on **Thursday, 1 August 2019 at the latest**. Guidelines on the reporting will be communicated to the selected Cultural Routes of the Council of Europe, to which the grant is awarded.

Projects completed prior to the date of submission of the applications will be automatically excluded. As regard projects started prior to the date of submission of the applications, or prior to the date of signature of the grant agreement, only those costs incurred after the date of submission of the grant application could be eligible (provided the agreement concerned so provides).

## 4. Target stakeholders

Projects should target in particular the following key stakeholders, exclusively in the Adriatic and Ionian, the Alpine, the Baltic Sea or the Danube region:

- Travellers of the Adriatic and Ionian, the Alpine, the Baltic Sea and the Danube region.
- Economic stakeholders: Small and medium-size enterprises, Chambers of Commerce.

- Tourism stakeholders: Tourism offices, tourism operators, tourist guides, tourism fairs.
- Cultural stakeholders: Cultural centres, museums, festivals, artists, universities.
- Political stakeholders: Municipalities, ministries, regional authorities.

The above list is not exhaustive and projects may propose to target other relevant stakeholders, while keeping in mind the general objective of the Project.

## 5. Budgetary requirements

Project proposals shall be accompanied by a draft budget (See **Template Budget, in Appendix II**) amounting to a maximum of 10 000 Euros (ten thousand Euros). The estimated budget must be consistent, accurate, clear, complete and cost-effective, in the light of the activities proposed.

Each Grantee shall also be required to contribute to the project either by way of its own resources or by contribution from third parties. Co-financing may take the form of financial or human resources, in-kind contributions or income generated by the action or project. Staff costs should be considered as a contribution in-kind.

## 6. Further to the general objective, preference will be given to:

- Projects/actions targeting on innovative and sustainable small and medium size enterprises.
- Projects/actions involving local people.

## 7. The following types of action will not be considered:

- Projects/actions providing financial support to third parties (re-granting schemes);
- Projects/actions concerning only or mainly individual scholarships for studies or training courses;
- Projects/actions supporting political parties.

## 8. Funding conditions:

The funds for each grant should in principle be distributed as follows:

- 80% will be paid when the Grant Agreement between the two parties is signed;
- the balance will be paid based on actual expenditures incurred, and after the presentation and acceptance by the Council of Europe of the final narrative and financial reports for the Grant implementation.

## 9. Reporting requirements:

- **narrative reporting** requires a full narrative report on the use made of the grant and a copy of the register of the persons present during each of the activities, including names and signatures of participants;
- **financial reporting** requires in particular a statement in the currency in which the Grant Agreement will be concluded (Euros or local currency), in English, stating the payments made for the implementation of the activities, certified by the responsible financial officer of the Grantee, accompanied by “appropriate original supporting documents” (see below). The Council of Europe reserves the right to ask for summary translations of invoices into English. If for legal reasons the original documents must be retained by the Grantee, certified copies must be submitted with the financial statement.

“Appropriate original supporting documents” refers to signed contracts, invoices and acceptances of work (for all transactions), payment authorisation for all transactions should also be provided in case the

Grantee uses such practice, and reliable evidence of payment (authorised payment order and bank statement).

As regards round tables / conferences, presenting “appropriate original supporting documents” requires presentation of a programme indicating the title, dates, venue, and agenda of the event; the names of persons facilitating the event, a signed list of participants, the contracts with the owner of venue of the event (e.g. hotel) for the rent of premises, food and beverages of participants, invoices from the owner of the venue of the event for the above services, and a report on the results of the event (see narrative reporting above).

As regards consultancy services, presenting “appropriate original supporting documents” requires presentation of evidence of the outputs produced, contracts with experts and consultants containing a specific description of services to be carried out, invoices produced after the works have been performed and delivered (the specialities of the consultants shall correspond to the nature of activities for which they are contracted).

As regards travel fees / lodging of experts and participants, presenting “appropriate original supporting documents” requires presentation, where relevant, of contracts with a travel agency for travel fees and lodging, invoices of the travel agency indicating destinations, dates, ticket costs, and names of the travelling persons, a programme of the event indicating the names of the experts and signed lists of participants.

The above description is not comprehensive. Any doubt regarding the interpretation of the notion of “appropriate original supporting documents” should lead the Grantee to consult the Council of Europe.

## **V. HOW TO APPLY?**

### **1. Documents to be submitted:**

Each application shall contain:

- the completed and signed **Application Form** (See **Appendix I**);
- a provisional budget (using the template reproduced in **Appendix II**);
- the other supporting documents:
  - Communication and visibility plan of the proposed activity
  - Table of indicators and data retrieved to measure the outcome of the activity.

**Applications that are incomplete will not be considered.**

### **2. Questions**

General information can be found on the website of the Council of Europe: [Routes4U-webpage \(www.coe.int/routes4u\)](http://www.coe.int/routes4u)

Other questions regarding this specific call for proposals must be sent at the latest one week before the deadline for the submission of proposals, in English and shall be exclusively sent to the following address: [Laura.LIGAZZOLO@coe.int](mailto:Laura.LIGAZZOLO@coe.int) with the following reference in subject: Routes4U-grant.

### **3. Deadline for submission**

The application form, **completed and signed**, together with the supporting documents, must be submitted in electronic form (Word and/or PDF) to the following e-mail address: [Laura.LIGAZZOLO@coe.int](mailto:Laura.LIGAZZOLO@coe.int). Emails should contain the following reference in subject: Routes4U-grant.

Applications must be received **before ~~Tuesday, 31 August 2018~~ Friday, 14 September 2018 (at 12:00 CEST)**. Applications received after the above mentioned date will not be considered.

#### **4. Change, alteration and modification of the application file**

Any change in the format, or any alteration or modification of the original application file, will cause the immediate rejection of the application concerned.

### **VI. EVALUATION AND SELECTION PROCEDURE**

The projects presented will be assessed by an Evaluation Committee composed of seven members of the Routes4U Steering Committee.

The procedure shall be based on the underlying principles of grant award procedures, which are transparency, non-retroactivity, non-cumulative awards, not-for-profit, co-financing and non-discrimination, in accordance with [Rule 1374 of 16 December 2015 on the grant award procedures of the Council of Europe](#).

The applicants, and their projects, shall fulfil all of the following criteria:

#### **1. Exclusion criteria:**

Applicants shall be excluded from the grant award procedure where they:

- a. have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering;
- b. are in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or are subject to a procedure of the same kind;
- c. have received a judgement with res judicata force, finding an offence that affects their professional integrity or constitutes a serious professional misconduct;
- d. do not comply with their obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of the country where they are established.

By signing the Application Form, applicants shall declare on their honour that they are not in any of the above-mentioned situations (See **Appendix I, Item 12**).

The Council of Europe reserves the right to ask applicants at a later stage to supply the following supporting documents:

- for the items set out in paragraphs a), b) and c), an extract from the record of convictions or failing that an equivalent document issued by the competent judicial or administrative authority of the country where the applicant is established, indicating that these requirements are met;
- for the items set out in paragraph d), a certificate issued by the competent authority of the country of establishment.

#### **2. Eligibility criteria:**

In order to be eligible for a grant, an applicant must:

- be a certified “Cultural Route of the Council of Europe” network, in one of the Member States of the Council of Europe;
- be the legally constituted body in charge of the certified “Cultural Route of the Council of Europe”;
- be entitled to carry out in 2018/2019 activities described in its project proposal;
- have sufficient financial capacity (stable and sufficient sources of funding) to maintain its activity throughout the period for which the grant is awarded and to participate by way of its own resources (including human resources or in-kind contributions);
- have sufficient operational and professional capacity, including staff, to carry out activities described in its project proposal;
- have a bank account.

**Multiple applications are not allowed and shall lead to the exclusion of all applications concerned.**

### 3. Award criteria

Applications will be assessed against the following criteria:

- the relevance and added value of the project with regard to the objective of the call (30%)
- the extent to which the action meets the requirements of the call (30%);
- the quality, accuracy, clarity, completeness and cost-effectiveness of the application and the estimated budget (30%);
- the relevance of the experience of the applying organisation(s) and staff (10%).

## VII. NOTIFICATION OF THE DECISION AND SIGNATURE OF GRANT AGREEMENTS

On completion of the selection process, all applicants will be notified in writing of the final decision concerning their respective applications as well as on the next steps to be undertaken.

The selected Grantees will be invited to sign a Grant Agreement (See Appendix III, for information only), formalising their legal commitments. **Potential applicants are strongly advised to read the draft contract, in particular its requirements in terms of payment and reporting.**

## VIII. INDICATIVE TIMETABLE

Phases	Indicative timing
Publication of the call	25 June 2018
Deadline for submitting applications	<del>31 August 2018</del> 14 September 2018
Information to applicants on the results of the award procedure	<del>30 September 2018</del> 12 October 2018
Signature of the grant agreements	<del>31 October 2018</del> 12 November 2018
Implementation period	<del>1 November 2018</del> -13 November 2018 until 1 July 2019
Reporting date	1 August 2019

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