

Routes4U Project

Funded
by the European Union
and the Council of Europe



EUROPEAN UNION

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

Implemented
by the Council of Europe

CALL FOR PROPOSALS

Routes4U grant for exemplary actions
Cultural Routes grant 2016CE160AT111/support for the Baltic Sea Region

Project	Routes4U
Awarding entity	Council of Europe
Funding	10,000 euro per grant
Duration	Projects shall be implemented by Cultural Routes certified by the Council of Europe in the Baltic Sea Region. Reporting requirements shall be completed by 01 November 2019.
Estimated starting date	15 March 2019
Issuance date	23 November 2018
Deadline for applications	04 February 2019

TABLE OF CONTENTS

I. INTRODUCTION.....	3
II. BACKGROUND INFORMATION ON THE JOINT PROGRAMME OF THE COUNCIL OF EUROPE AND THE EUROPEAN COMMISSION	3
III. BUDGET AVAILABLE.....	4
IV. REQUIREMENTS	4
1. General objective.....	4
2. Means of action.....	4
3. Implementation period	5
4. Target stakeholders.....	5
5. Budgetary requirements.....	5
6. The following types of action will not be considered.....	6
7. Funding conditions:	6
8. Reporting requirements:	6
V. HOW TO APPLY?.....	7
1. Documents to be submitted	7
2. Questions.....	7
3. Deadline for submission.....	7
4. Change, alteration and modification of the application file.....	7
VI. EVALUATION AND SELECTION PROCEDURE	8
1. Exclusion criteria:	8
2. Eligibility criteria:.....	8
3. Award criteria	9
VII. NOTIFICATION OF THE DECISION AND SIGNATURE OF GRANT AGREEMENTS	9
VIII. INDICATIVE TIMETABLE.....	9

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: routes4u@coe.int. Emails should contain the following reference in subject: EUSBSR Routes4U-grant
- Applications must be received **before Monday, 4 February 2019 (at 12:00 PM CEST)**

I. INTRODUCTION

This call for proposals is launched in the framework of the joint programme of the European Union and Council of Europe “Routes4U”¹. Routes4U aims to create synergies between the Cultural Routes of the Council of Europe and the four EU Macro-regions (Adriatic and Ionian, Alpine, Baltic Sea and Danube Region).

The Cultural Routes of the Council of Europe are transnational cultural cooperation networks that involve local people to protect and promote shared heritage, strengthen sustainable cultural tourism and regional development and foster transnational cultural cooperation². Macro Regional Strategies bring together regions from Member States located in the same geographical area, with a view to jointly address common challenges and achieve economic, social and territorial cohesion.

The mini-grant aims to contribute to the EU-Strategy for the Baltic Sea Region (EUSBSR), one of the four EU acro-regional strategies, that covers eight countries: Sweden, Denmark, Estonia, Finland, Germany, Latvia, Lithuania, and Poland³.

The implementation of the EU Strategy for the Baltic Sea Region (EUSBSR) is based on three overall objectives, which are reflected by the Action Plan of the EUSBSR: “Save the sea”, “Connect the region” and “Increase prosperity”. Under “Increase prosperity”, two Policy Areas deal with the topic of tourism and culture.

Policy Area (PA) ‘Tourism’ aims at facilitating networking and clustering of tourism stakeholders for example by strengthening the Baltic Sea Tourism Forum Process and promoting the establishment of a Baltic Sea Tourism Center. PA Tourism also aims at mobilizing the full potential for sustainable tourism of the Baltic Sea region by facilitating coordination with stakeholders through joint workshops and by stepping up communication.

Policy Area (PA) ‘Culture’ aims at promoting the Baltic Sea region cultural and creative industries by encouraging creative entrepreneurship, as well as promoting and presenting Baltic Sea Region culture using the innovative force of culture for societal development. PA Culture also focuses on preservation and presentation the Baltic Sea Region cultural heritage and strengthening the cultural identity of the Region, as well as developing an efficient framework for Baltic Sea Region cultural cooperation.

Project proposals shall produce an added value to the Council of Europe and the European Commission’s efforts in the domain of Cultural Routes and macro-regional strategies. In the framework of the present call for proposals, they shall help enhancing the common identity within the macro-regional strategy for the Baltic Sea Region.

II. BACKGROUND INFORMATION ON THE JOINT PROGRAMME OF THE COUNCIL OF EUROPE AND THE EUROPEAN UNION

The purpose of Routes4U is to:

1. Strengthen sustainable regional development in line with the objectives of the four EU macro-regional strategies through the Cultural Routes of the Council of Europe;
2. Enhance the cultural cooperation between local, macro-regional and international stakeholders of the four EU macro-regional strategies;
3. Reinforce the participation of the civil society in the protection and promotion of cultural heritage as a resource for sustainable development.

In particular, it aims to:

1 www.coe.int/routes4u

2 www.coe.int/en/web/cultural-routes/home

3 www.balticsea-region-strategy.eu/

1. Foster sustainable growth in the tourism and cultural sector through the Cultural Routes in the EU Macro-regions and in line with the macro-regional strategies;
2. Promote and protect transnational heritage through strengthening existing Cultural Routes and creating new cultural routes in the EU Macro-regions;
3. Improve the visibility of the Cultural Routes of the Council of Europe in the EU Macro-regions as well as the common identity and visibility of the EU macro-regional strategies.

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

III. BUDGET AVAILABLE

The indicative available budget under the four call for proposals for EUSAIR, EUSALP, EUSBSR and EUSDR is 80 000 Euros (eighty thousand Euros). The Council of Europe intends to award, , under the four calls for the Adriatic and Ionian, the Alpine, the Baltic Sea and the Danube Macro-region, eight grants of a maximum amount of 10 000 Euros (ten thousand Euros) each.

Subject to availability of funds and possible 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 meet the objectives mentioned in chapters I and II above.

The activities carried out in the framework of the grant-system must be in line with the objective of the European Union Strategy for the Baltic Sea region (EUSBSR).

The activities should support local economies in an innovative and sustainable manner and contribute to the visibility of the Cultural Routes of the Council of Europe and of the EU Strategy for the Baltic Sea Region. The action needs to be inclusive as well as transnational, crossing at least three countries in the Baltic Sea region (the more countries of the Baltic Sea Region are involved, the better). Special attention should be given to young people and women entrepreneurs.

Furthermore, 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 retrieval of indicators and data on the economic, cultural and touristic impact and their evaluation has to be part of the proposed project.

2. Means of action

Projects have to aim at contributing to the objectives of PA Culture and PA Tourism of the EUSBSR. Examples of possible actions are - these are examples of possible actions and these are not meant to prejudice other possible actions which would fit with the macro regional strategy needs:

- The creation and use of an original product brand, e.g. “made in Cultural Routes” with a clear link to the Baltic Sea Region macro-regional strategy or the creation and use 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 Baltic Sea region. A catalogue should register the latter, allow a selection of products through a catalogue with a specific focus on increasing the visibility of the macro-regional strategy logo. The creation of sustainable and innovative touristic offers should be carried out, focusing on specific needs of the local area while matching the needs of 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 the Baltic Sea macro-regional strategy. 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 be related to the identity of the Baltic Sea macro-regional strategy. It should allow the collection of data on its use.
- The signposting of a certified Cultural Route in at least three countries of the Baltic Sea 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 Baltic Sea macro-regional strategy.

3. Implementation period

The implementation period of the projects should start on **Friday, 15 March 2019** (see indicative timetable under VIII. below) and shall not extend beyond **Tuesday, 1 October 2019**.

A mid-term reporting on the status of the implementation is requested on **Friday, 31 May 2019** at the latest. Reporting requirements for the final report shall be completed on **Friday, 1 November 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 regards 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 Baltic Sea region:

- Travellers in the Baltic Sea 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, authorities or associations representing regional authorities and cities.
- University research centers.
- EYCH 2018: taking stock of the stakeholders platforms that are in place in the framework of the EU Year of Cultural Heritage 2018.

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, Appendix II), the amount requested in the framework of the present call for proposal can amount to a maximum of 10 000 Euros (ten thousand Euros).

In line with the principle of co-financing, the Council should not finance the entire cost of the action, the project or a fortiori the grantee's operations. The grantee must contribute to financing the project by means of other resources, whether its own or deriving from third parties, which may take the form of human resources, contributions in kind or income generated by the action or project (Article 2.3.2). Contributions in kind may take the form of moveable or immovable, tangible or intangible assets.

Indicate how the grantee commits to contribute by means of an in-kind contribution (in this case please indicate the description in the application form), or by means of a financial contribution. In case a financial contribution is foreseen, the amount and the currency of the financial contribution shall be indicated in the budget table (line 9). The lines 12- 56 of the budget table have to refer exclusively to the expenditures foreseen to be covered by the grant. The estimated budget must be consistent, accurate, clear, complete and cost-effective, in the light of the activities proposed. Staff costs have to be reasonable and should not exceed 30% of the overall budget.

6. The following types of action will not be considered:

- Projects/actions not being measurable and result-focused;
- Conferences, events or missions or studies if not required for the implementation of the means of action;
- Projects/actions not focusing exclusively on the Baltic Sea Region;
- 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.

7. 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.

8. 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 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 must contain the following four documents:

1. Completed and signed **Application Form** (See **Appendix I**);
2. Provisional budget (using the template reproduced in **Appendix II**);
3. Communication and visibility plan of the proposed activity;
4. Table of indicators and data to be retrieved to measure the outcome of the activity.

Applications that are incomplete and/or not signed will not be considered.

2. Questions

General information on Routes4U can be found on the website (www.coe.int/routes4u)

Guidelines on how to apply for this grant can be found on a dedicated page within the Routes4U-website (<https://pjp-eu.coe.int/en/web/cultural-routes-and-regional-development/grants-guidelines>)

Information on the EU Strategy for the Baltic Sea Region can be found on the webpage (<https://www.balticsea-region-strategy.eu/>).

Information on the Action Plan for the EU Strategy for the Baltic Sea Region can be found on the webpage (<https://www.balticsea-region-strategy.eu/communication/news/590704-updated-eusbsr-action-plan>).

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: routes4u@coe.int with the following reference in subject: EUSBSR-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: routes4u@coe.int. Emails should contain the following reference in subject: EUSBSR-Routes4U-grant.

Signed applications must be received **before Monday, 4 February 2019 (at 12:00 PM 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 four members that will decide in consultation with the Macro-Region concerned. Consultation will include the sharing of information on the project proposals with the respective macro-regional coordinators.

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](#).

1. Exclusion criteria:

Applications shall be excluded from the grant award procedure if they fail to comply with the arrangements for the submission of their application (Rule No 1374 of 16 December 2015 on the grant award procedures of the Council of Europe): Applications must be **complete, signed and submitted by the deadline**. Applications must reflect the principle of co-financing (see pag.5-6, IV. REQUIREMENTS 5. Budgetary requirements): the lack of co-financing is a criteria for exclusion of the project proposal.

Furthermore, 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 the legally constituted body in charge of the certified “Cultural Route of the Council of Europe” network;
- propose a proposal in line with the objectives of the macro-regional strategy for the Baltic Sea Region (EUSBSR) and focusing exclusively on the Baltic Sea Region, even if the Cultural Route extends beyond the Baltic Sea Region geographical scope;
- make a proposal in line with the means of action listed under IV.2.;
- involve stakeholders from the Baltic Sea Region;
- follow the budgetary requirements and the principle of cost-efficiency, not exceeding staff costs of 30% of the total budget;
- be entitled to carry out activities in 2019 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;
- the quality, accuracy, clarity, completeness and cost-effectiveness of the application and the estimated budget, special attention will be put on the ratio of staff costs that should not exceed 30%.

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	23 November 2018
Deadline for submitting applications	4 February 2019
Information to applicants on the results of the award procedure	1 March 2019
Signature of the grant agreements	14 March 2019
Implementation period	15 March 2019 until 1 October 2019
Reporting date	1 November 2019

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