

# Perform Europe Open Call

## Frequently Asked Questions

Perform Europe is co-funded by the Creative Europe programme of the European Union and co-initiated by a consortium of six organisations.

**Perform  
Europe**



International network  
for contemporary  
performing arts



EUROPEAN  
FESTIVALS  
ASSOCIATION



EUROPEAN NETWORKS FOR  
CONTEMPORARY CIRCUS  
AND OUTDOOR ARTS



European  
Dance Development  
Network



Live Performance Europe



CONSULT Working phase



Co-funded by  
the European Union

→ Please make sure to first read our detailed Open Call and Guidelines.

In this document you will find our answers to the most frequently asked questions concerning the Perform Europe application process and website. Consult this document if you have questions about:

1. Eligibility Criteria
2. Registration and Matchmaking Process
3. Open Call and Application Guidelines
  - Partners & Partnerships
  - Timeframe
  - Finances
4. Functionalities of the Perform Europe website
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  - Budget lines
  - Justification of expenses
  - Ticketed presentations
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# 1. Eligibility Criteria

**Q: Which countries are participating in the Creative Europe programme and are eligible for support by Perform Europe?**

*Updated on 20 December 2023*

A: Albania, Armenia, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Georgia, 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.

The participating countries are all listed on [this page](#).

In addition, Overseas Countries and Territories and the Outermost Regions of the participating countries are also included:

Denmark: Greenland

France: French Guiana, French Polynesia, French Southern and Antarctic Territories, Guadeloupe, Martinique, Mayotte, New Caledonia, Reunion Island, Saint Barthelemy, Saint-Martin, St. Pierre and Miquelon, Wallis and Futuna Islands

Portugal: Azores, Madeira

Spain: Canary Islands

The Netherlands: Aruba, Bonaire, Curaçao, Saba, Sint Maarten, Sint Eustatius

**Q: I live and have a residency permit in a country that participates in the Creative Europe programme, but I do not have the nationality of this country. Can I apply?**

A: Yes. It is the country of residence that determines eligibility for a Perform Europe grant, not nationality.

**Q: Can I apply for Perform Europe as an applicant based in the UK?**

A: No. The UK is no longer part of the Creative Europe programme.

**Q: Can Perform Europe partnership proposals involve partners based in the UK?**

A: No. The UK is no longer part of the Creative Europe programme.

**Q: Can you elaborate more on live music being excluded from the call?**

A: The statement "Live music excluded" indicates that arts works/touring opportunities primarily focused on live music are not eligible for this call. Perform Europe is complementary to the Music Moves Europe initiative (also supported by the European Union), which is entirely dedicated to music. That is the reason performances centred around live music, such as opera, live electronic music or standalone music productions, fall outside the scope of our call. However, music theatre remains eligible under Perform Europe.

Music can be part of a performing arts work in eligible disciplines such as dance, outdoor arts, theatre, circus, performance or music theatre. However, it is essential that live music is not the primary discipline of the work.

## 2. Registration and Matchmaking Process

**Q: Who can register on Perform Europe's digital platform?**

A: Registration is open to individual professionals and organisations working in the performing arts and based in one of the 40 Creative Europe countries.

**Q: Can I register my profile on Perform Europe's website even if I am not sure yet if I will send in an application? / What commitment do I enter by registering?**

A: Yes, everyone who is eligible for Perform Europe is invited to register and look for potential project partners, whether they end up submitting an application or not. Please note that each profile first needs to be approved for eligibility by the Perform Europe team and it can take up to 3 working days for you to be able to access your account. It is especially important to keep this timeframe in mind shortly before the deadline. Early registration is recommended to make sure you will be able to submit your application in time.

**Q: Can I create a profile on the website without having any partners yet?**

A: Certainly. You can already have partners for your Perform Europe partnership when registering on the website, but it's not necessary. When you have registered with a profile, you can use the Matchmaking Tool to browse through all registered profiles.

**Q: How to use the Matchmaking Tool on the Perform Europe website?**

A: On the homepage of the Perform Europe website, in the upper right corner, click “Log in” and then “Create an account”. Each professional and organisation can create a profile to present themselves and their work with a short bio, productions and touring opportunities. Furthermore, it includes space to list what you can offer and what you would need from a Perform Europe partnership. Once your profile is registered and approved by the Perform Europe team, you can browse through other profiles. You can use search filters: ‘Country’, ‘Performing arts discipline’, and ‘Topics covered’.

- You can mark favourites. A star will appear next to the profile's name and they will appear under “My favourites”
- You can send “quick match” requests to signal interest in contacting others for a potential collaboration. The other party receives a notification and can approve or reject the request. The request is listed under “Sent” in your account. If the other party approves the request, you will be able to access each other's contact details and get in touch with each other.
- You can see the “quick match” requests you received under “Request”.
- You can see successful matches under “My matches”.

The Matchmaking Tool does not offer messaging functionality, so all further communications between potential partners take place independently via external channels.

**Q: I would like to collaborate with a partner that is not registered on the Perform Europe website, is this possible?**

A: Yes. But in order to be able to submit an application, all partners of your partnership need to have a profile registered on the website, which also serves as the digital application tool.

**Q: Is it mandatory to use the Matchmaking tool to apply for a Perform Europe grant?**

A: No, it is not mandatory. All partners involved in an application have to create an account on our website in order to apply, but it is not required to engage with the

Matchmaking function. If desired, it is possible to make your profile invisible to others (go to: “My account”, “General settings”, “Make my profile private”).

**Q: Is it mandatory to use the Perform Europe toolkit to apply for a Perform Europe grant?**

A: No, it is not mandatory. The Toolkit is a resource offered as a support to applicants, but it is optional to use it.

### 3. Open Call and Application Guidelines

**Q: What kind of questions should I expect when filling in the application?**

A: You can find the exact questions of the application as a download on the bottom of the Open Call page [here](#) on our website. Please note that proposals must be submitted through our online [application form](#). If you have any issues related to access with this digital form, please contact us at [info@performeurope.eu](mailto:info@performeurope.eu) to discuss alternative submission possibilities.

**Q: English is not my first language. Can I make use of online translation tools for my application, if needed?**

A: All Perform Europe processes are carried out in English, including the application, contracts and reports. However, language skills are not rated in the evaluation and applicants are welcome to make use of online translation tools.

### Partners & Partnerships

**Q: Can selected participants from the previous edition of Perform Europe (2020-2022) apply again?**

*Updated on 20 December 2023*

A: Yes, they can apply again, but participants who have been selected in Perform Europe’s pilot edition (2020-2022), can not be selected again with the same partnership and same proposal.

**Q: Is it possible to combine the Perform Europe grant with other funds?**

*Updated on 20 December 2023*

A: Yes. If you receive national, public or private funds, you are eligible to apply for Perform Europe funding. However you are not eligible to apply for Perform Europe funding if you receive EU funding for the same proposal.

If a performing arts work included in the proposal has previously received EU funding for its creation, the application is eligible provided that this funding has ended before 1 July 2024 (the earliest starting date for the implementation of Perform Europe proposals).

**Q: Can Perform Europe cover 100% of the budget, or is co-funding required?**

A: Perform Europe can cover 100% of the budget needed to implement the proposal.

**Q: Can an applicant be involved in more than one partnership application?**

A: Yes

**Q: Can an applicant be selected for more than one partnership application?**

A: Yes.

**Q: Can partners of a partnership be located in the same country?**

A: Yes, partners taking part in the same partnership can be located in the same country, as long as the partnership includes at least 3 partners from at least 3 different Creative Europe countries.

**Q: Can an artistic work tour to the countries in which the partners are based?**

A: Yes, this is possible. The performing arts work (minimum 1) should tour to at least 3 different Creative Europe countries, whether they are the same countries as the ones in which the partners are based, or not.

**Q: Are there requirements regarding the composition of partners with respect to their functions (presenter/venue/festival/company/residency/artist/...) involved in a partnership proposal?**

A: There is no requirement of a specific number of certain partners for each partnership. However, keep in mind that each Perform Europe partnership proposal must present at least one performing arts work in at least three different Creative Europe countries and that for this purpose three partners either need to be presenters themselves or they need to have confirmed collaborations established with organisations which can present performing arts works.

To sum up: the partners must be able to present the work proposed in, at least, three different countries. We speak of the location of a presentation as a “presentation context”. It is possible that it serves a proposal to show work in a presentation context which is not a conventional venue, is a hired location, a non- artistic organisation or another sort of presentation context. It is up to the partners to decide whether to include such presentation contexts in the partnership itself or to collaborate with external organisations which are not part of the Perform Europe partnership.

**Q: Can we collaborate with partners outside of the performing arts sector?**

A: Indeed, it is possible to collaborate with partners that are not from the performing arts sector, if in the frame of the proposal, they are engaged in touring and presenting a professional performing arts work.

A partner can be, for example: an artist, presenter, producer, performing arts company, NGO, educational institution, artist’s collective, residency space, venue, festival.

**Q: Is there a maximum of artistic works, presentations or partners that can be part of one proposal?**

A: No, Perform Europe does not set a maximum for artistic works, presentations or partners of a proposal. It is up to you to decide what can make your proposal stronger, and it is up to the evaluators to make the final decision. Please remember that each proposal must include at least one performing arts work (excluding live music) to be presented in a minimum of three different Creative Europe countries.

**Q: Is it possible to apply with more than one artistic work as part of the same proposal?**

A: Yes, this is possible.

**Q: What will be the procedure of the evaluation of applications?**



A: The Perform Europe team will check the formal eligibility of your application. If your application is eligible, individual evaluators with a high level of expertise and professional experience in the performing arts, will assess your proposal in line with the qualitative criteria of Perform Europe. The evaluation of all eligible applications will take place after the deadline of 31 March 2024.

**Q: Are virtual and hybrid mobility allowed and financially supported by Perform Europe?**

A: Yes.

**Q: What do 'virtual' and 'hybrid' mobility mean?**

A: Virtual mobility refers to the use of information and communication technologies to implement a project with an international partner at distance.

Hybrid mobility involves a mix of physical and virtual mobility.

**Q: Are digital presentations allowed and financially supported by Perform Europe?**

A: Yes.

**Q: Could you provide more details about the required training?**

A: Each partnership is required to allocate a minimum of **1.5% of the requested grant amount** for joint training at the beginning of the project. The training should focus on key topics of the proposal, aligning partners in terms of skills and knowledge related to these topics. **It is up to the partnership to decide which training they need to better implement their proposal.** Some partners may have more expertise in certain domains than others, the aim of the training is to gain knowledge and skills.

As an example: if a partnership plans to tour and present a performance for a young and blind audience, it could be beneficial for all partners to undergo training on how to effectively accommodate them.

**Partnerships are free to decide which trainer(s) they would hire.** Perform Europe will also offer a list of potential trainers with various areas of expertise. The list will only be shared **after the selection of applications**, as it will be based on the responses about training needs in the selected applications.

## Timeframe

**Q: What is the earliest starting date and latest end date for implementation of the partnership proposal?**

A: Proposals can be implemented between 1 July 2024 and 30 November 2025.

**Q: When does the creation of an artistic work need to be finished?**

A: All artistic works need to be finished before 1 July 2024, the beginning of the implementation period for partnership proposals.

## Finances

**Q: If selected, to which bank account will the grant be transferred?**

A: The grant will be transferred to the account of the lead partner of your partnership.

**Q: There are three grant categories in the Perform Europe Open Call: 12.000 EUR, 32.000 EUR and 60.000 EUR. Can the partnerships decide which one to apply for? Are there specific criteria per grant category?**

A: The partnerships decide which grant category they apply for, according to what is needed for the implementation of their proposal. There are no specific eligibility and award criteria per grant category.

## 4. Functionalities of the Perform Europe website

**Q: I forgot my password and don't know how to access my account on the Perform Europe digital platform.**

A: You can reset your password [here](#).

**Q: How do I delete my account?**

A: Log in to your account, go to the [dashboard](#) and choose: “delete my account” at the bottom of the page.

## 5. Communication

**Q: If selected, are there any requirements for communication about the project?**

A: Selected partnerships will receive a kit with communication materials and guidelines from Perform Europe.

**Q: I am not on social media. Am I required to create any accounts and post there?**

A: No.

## 6. Budget

### Contracts & relationships between partners

**Q: If a proposal is selected, who is legally responsible for receiving and managing the Perform Europe grant budget?**

A: The lead partner of a selected partnership will sign an agreement with Perform Europe, according to which they will receive the Perform Europe grant to implement the proposal. The lead partner will be responsible for managing the Perform Europe grant. All partners behind the proposal will conclude a contract between each other, based on the conditions described in their proposal. Perform Europe will provide contract templates for selected partnerships.

**Q: Can an individual without a legal entity be the lead partner of a Perform Europe proposal?**

A: Yes, but keep in mind that the Perform Europe grant will be transferred to the lead partner, who will be responsible for managing the budget. and paying all partners and

collaborators, so it needs to be possible for this individual to handle the administrative and legal side of receiving the grant.

**Q: If a proposal is selected, can the lead partner transfer the money to other partners in order to manage the local costs in each country?**

A: Yes, as long as the partners can prove all expenses with valid receipts. (See below, 'Justification of expenses'). You can transfer the money either based on an invoice issued by a partner, or based on proven actual costs which your partner has valid receipts for.

**Q: What is your definition of 'production' costs, which, according to the guidelines, cannot be covered by the Perform Europe fee?**

A: Perform Europe proposals are supposed to include a finished artistic work: a finished production or finished artistic concept ready to be presented to audiences in different contexts. However, we understand that there might be some preparatory work needed for implementing a finished artistic work or an artistic concept in different contexts (e.g. rehearsals). We will accept to cover a certain part of the preparation costs, up to 10% of the requested funding amount. A major part of the grant should go to the presentations.

**Q: What reference should be used for fair fees for artists, participants, cultural workers?**

A: It is up to each partnership to discuss fairness in their context and for their proposal. Partnerships decide together which fair conditions they will apply in terms of fees, salaries and other personnel costs. In the application they can explain why they made this decision.

## **Taxes / VAT**

**Q: Will VAT be included in the total amount of the Perform Europe grant?**

A: The grant of €12.000, €32.000 or €60.000 will be the total amount transferred to grant recipients. Any VAT costs which might occur must be calculated by the partnership as part of the requested grant and if applicable, as part of any other costs and incomes acquired by the partnership.

**Q: Should taxes and VAT be included in the budget?**

A: If you have to pay taxes or VAT as part of the total costs of your proposal, those taxes should be included in your budget.

## **Budget lines**

**Q: Can the Perform Europe grant cover salaries and fees for the staff and freelance employees involved in implementing the proposal?**

A: Yes.

**Q: How should the remunerations in the budget be presented - gross or net amounts?**

A: You should fill in the budget with remuneration gross amounts, meaning all costs paid for the employment.

**Q: Should in-kind contributions of each partner be included in the budget?**

A: In-kind contributions should not be included, as those are an agreement between all partners and are not invoiceable.

**Q: Can the Perform Europe grant cover technical equipment?**

A: The Perform Europe grant can cover technical equipment rental. The Perform Europe support grant can also cover technical equipment purchase, but only if it is justified that the presentation(s) cannot happen otherwise and if this cost does not exceed 5 % of the requested Perform Europe grant amount.

**Q: If included, what percentage of the whole budget can “contingency for any unforeseen costs” represent?**

A: It is up to your partnership to jointly decide which amount you indicate in this budget line.

**Q: Can the Perform Europe grant cover accountancy costs?**

A: Yes.

**Q: Should I provide detailed information in the budget, or rather lump sums?**

A: Wherever possible, provide detailed information per cost you will make or per invoice you will receive, instead of lump sums. Add lines if needed, and if so, make sure to check the formulas.

**Q: The budget needs to be drafted in euros. Which conversion can we use from other currencies to euros?**

A: Please use [this converter \(InforEuro\)](#).

## **Justification of expenses**

**Q: How should expenses be justified after the implementation of the partnership proposal?**

A: The lead partner of each partnership should collect all invoices and proof of payment and send them along with the final report.

**Q: More specifically, how should meal expenses be justified?**

A: In order to justify meals and per diems, you would need either a proper invoice, or a signed per diem receipt by each member of your staff stating at least the date, per diem amount, name of the recipient and signature.

## **Ticketed presentations**

**Q: If the presentations are ticketed, how should the income be divided between partners?**

A: It is up to each partnership to decide how you divide resources. Please write about it in the application.

**Q: If the presentations are ticketed, how should this be presented in the budget? Should we make an estimation of the ticket sales?**

A: Yes, you can include these estimations under the section 'Other income'.

## Receiving part of the fee

**Q: Is there a possibility that only a part of the requested grant is approved?**

A: No. If a partnership proposal is selected, the partnership receives the full grant from Perform Europe.

## 7. Help Desk Sessions & Contact

If you have any questions about Perform Europe after reading the open call, guidelines and Frequently Asked Questions, you are welcome to join the bi-weekly online [Help Desk](#) sessions organised by the Perform Europe team. We will start each session with a presentation, followed by a Q&A.

We also remain available for any additional questions at [info@performeurope.eu](mailto:info@performeurope.eu).