

# 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



CIRCO  
STRADA  
EUROPEAN NETWORKS FOR  
CONTEMPORARY CIRCUIS  
AND OUTDOOR ARTS



European  
Dance Development  
Network

PEARLE\*  
Live Performance Europe

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→ 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
5. Communication
6. Budget
  - Contracts & relationships between partners
  - Taxes / VAT
  - Budget lines
  - Justification of expenses
  - Ticketed presentations
  - Receiving part of the fee
7. Help Desk Sessions & Contact

# 1. Eligibility Criteria

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

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.

**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.

# 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: 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.

### 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?**

A: Yes, they can apply again, whether in the same or in a new partnership.

**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: 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: 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.

**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.

## **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.

## **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.

## **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: 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.

## **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.

## **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).

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