

Application form

3rd Call for Residency Hosts

Goethe-Institut
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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](#).

The Residency Action offers financial support to legal entities registered and based in one of the Creative Europe countries to invite artists and cultural professionals residing in other Creative Europe countries to participate in a residency project. The Residency Action covers projects involving any of the sectors included in the CULTURE Strand of the Creative Europe programme, and provides support to the hosting legal entities to contribute to mobility and hosting costs for these artists and cultural professionals.

ELIGIBILITY

Before applying, please check the full eligibility criteria in the [call document for the Culture Moves Europe – Residency Action](#).

The applicant must:

- Be a legal entity¹.
- Regularly organise artistic and creative activities or/and have the capacity to implement an artistic and cultural residency project with international Artists and Cultural Professionals from other Creative Europe Countries.
- Organise activities connected to at least one of the following sectors: architecture, cultural heritage, design and fashion design, literature, music, performing arts and visual arts.
- Not charge fees for accommodation for A&CPs participating in the residency project funded by Culture Moves Europe.
- **Be legally registered and based² 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, Kosovo³, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Tunisia, Ukraine.
- **Or in one of the 9 Outermost Regions:** Azores (Portugal), Canary Islands (Spain), French Guiana (France), Guadeloupe (France), Madeira (Portugal),



¹ In this call, legal entities include for example: non-profit organisations, NGOs, public bodies, foundations, companies, self-employed persons.

² The host must carry out the residency project in the same country in which they are legally registered.

³ 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.

IMPLEMENTED BY:



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.

FORMER GRANTEES

Applicants having previously received an i-Portunus House Grant or a Culture Moves Europe residency grant are eligible to apply, but priority will be given to first-time applicants.

Applicants who already received a Culture Moves Europe Residency grant will be allowed to reapply, as long as it is for a different project and different participating A&CPs.

Applicants who already received a Culture Moves Europe Individual Mobility grant are allowed to apply, if they are registered as a legal entity and comply with the eligibility requirements.

DEADLINE

The call closes on **15 May 2024 at 23:59:59 CEST**.

Applications must be submitted in English.

Applicants can only submit one application as part of the Third Call for Residency Hosts.

APPLICANT DETAILS

Person responsible

Salutation*

Drop down list with:

- Mr
- Ms
- Neutral
- Dr
- 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

Applicant details**Type of legal entity***

Legally registered as a: *

Dropdown list with:

- Non-governmental organisation
- Public body (local, regional, national)
- Foundation
- Non-profit organisation
- Companies
- Self-employed person

City*

Open text

Please specify how many inhabitants live in your city of residence

Number of inhabitants *

Drop down list with:

- Less than 2.000 inhabitants
- 2.001 - 10.000 inhabitants
- 10.001 - 150.000 inhabitants
- 150.001 - 1.000.000 inhabitants
- More than 1.000.000 inhabitants

Country*

Drop down list with all Creative Europe countries

Details of the hosting coordinator (the person responsible for the application)

First name*

Open text

Family name*

Open text

Specific role in the legal entity*

Drop down list with:

- Administration (E.g. contracts, supplies, budget etc.)
- Coordination (of activities, of collaborators etc.)
- Logistics (travel arrangements, equipment etc.)
- Other

Appears if “Other” is ticked: If “other”, please specify

Open text

About the legal entity

Please provide a brief profile of the legal entity that will host the project. This should be a general overview that can cover the background, mission and activities of your organisation.

Overview of hosting entity*

Open text

Please briefly present the team that will work on the residency project. Who within your organisation will work on it, and in what roles?

Presentation of hosting team*

Open text

Please provide one link to your website (or to a social media page, if you do not have a website):

Website link*

Open text

EXPERIENCE AND RECENT PROJECTS

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

Hosting experience

Has your legal entity organised residencies for artists or cultural professionals before? *

- Yes
- No

Recent achievements of the applicant (in relation to residency projects, if applicable)

Present and briefly describe up to 3 recent projects of your organisation.

Reference projects

Project 1 *

Open text

Project 2

Open text

Project 3

Open text

Employees and collaborators

How many employees / regular collaborators does your legal entity have?

Number of employees/collaborators *

Open text

What is the status of the employees / collaborators you work with? (tick all that apply) *

Checkbox list with:

- Full-time employees
- Part-time employees
- Freelance collaborators
- Paid trainees
- Unpaid trainees
- Other

Appears if “Other” is ticked: If “other”, please specify

Open text

OVERVIEW OF YOUR RESIDENCY PROJECTS

PROJECT DETAILS 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. Please be as accurate as possible in providing details of your residency. If your application is selected, this budget will also be adapted in the second phase.

Your residency project

How many artists and cultural professionals will participate in your residency project?

All participating A&CPs should be present at the residency location at the same time, for the same duration, and without interruption.

Number of A&CPs*

Drop down list with:

- 1
- 2
- 3
- 4
- 5

Project dates & duration

The residency project duration does not include travel time – only project implementation. Participating A&CPs will be able to arrive 15 days before the start of the residency and depart 15 days after the finalisation of the residency, in agreement with the host. Their hosting and daily costs during this additional time are not covered by Culture Moves Europe, and the host does not have to provide accommodation and services for this time.

The earliest your project can start is 15 August 2024. The latest your project can end is 31 May 2025. This includes the reporting stage: no final report will be accepted after 31 May 2025.

On what dates will your project begin and end?

Start date*

Embedded calendar

End date*

Embedded calendar

Duration in number of days

Calculated automatically

Duration category

Calculated automatically

TRAVEL

Will A&CPs need a visa to travel to the residency's premises? *

- Yes
- No

Are the residency's premises located in an eligible Overseas Country or Territory (OCT) or Outermost Regions (OR)? *

- Yes
- No

List of OCT/ORs

The 9 Outermost Regions are: Azores (Portugal), Canary Islands (Spain), French Guiana (France), Guadeloupe (France), Madeira (Portugal), Martinique (France), Mayotte (France), Reunion Island (France), and Saint-Martin (France).

The 13 Overseas Countries and Territories are: Aruba (The Netherlands), Bonaire (The Netherlands), Curaçao (The Netherlands), French Polynesia (FR), 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).

Appears if “Yes” is ticked: You indicated that your residency premises are located in an eligible Overseas Country or Territory (OCT) or Outermost Region (OR). Please select the *relevant OCT or OR*.

Residency premises OCT/OR

Dropdown list of the OCT/OR

Grant payment

Is the residency host’s bank account based in a non-Eurozone country (a country that does not use the Euro as its official currency)? *

- Yes
- No

Non-Eurozone countries: Albania, Armenia, Bosnia-Herzegovina, Bulgaria, Czech Republic, Denmark, Georgia, Hungary, Iceland, Kosovo, Liechtenstein, Montenegro, North Macedonia, Norway, Poland, Romania, Serbia, Sweden, Tunisia, Ukraine.

Estimated budget

The estimated budget is calculated according to the information you provide above. This is a provisional budget, and will be adapted in the second phase if your application is selected.

How the budget is calculated

The estimated budget is calculated as follows:

- **Daily allowance** combining two values:
 - **Hosting allowance:** financial support for the host, supporting costs such as accommodation, equipment, mentor fees, etc. Fixed at 35€ per day, per participating A&CP.
 - **A&CP allowance:** daily allowance for artists and cultural professionals, supporting costs such as food and local transportation. Fixed at 25€ per day, per A&CP.
- **Travel allowance:** financial support for travel to the residency location. This is set at 700€ per A&CP, and then will be reviewed during Phase 2 based on how far A&CPs travel and which forms of transport they use.
- **Disability support and top-ups:** additional financial support paid to qualifying A&CPs based on individual situations and needs. These top-ups are not included in the estimated budget – they are added in Phase 2.

The maximum grant a host can receive for a residency project is 55,000€, including top-ups.

Culture Moves Europe operates on a **lump-sum approach**. This means that allowances are granted regardless of the actual expenses.

However, the host will be asked to provide supporting documents, before or after the residency project, to prove certain costs, as well as eligibility for any top-ups. The budget will be subject to change if, for example, participating A&CPs change their means of transportation; cannot provide proof of green travel, visa requests, travel from or to an OCT/OR, or family obligations (if top-ups have been requested); or if they are not able to participate for the agreed project duration.

More information on budget calculations is available in section 4.3 of the [call document for the Culture Moves Europe – Residency Action](#).

Your estimated budget

Daily allowance

Calculated automatically

Based on a fixed allowance of 35€ per day, per participating A&CP, for the host + 25€ per day for each participating A&CP.

Travel allowance

Calculated automatically

Based on a travel allowance of 700€ per person. This will be adapted in the second phase depending on distance and means of transportation for each A&CP.

Total budget

Calculated automatically

The sum of the daily allowance and travel allowance, up to a maximum of 55,000€.

PROJECT DESCRIPTION AND OBJECTIVES

In this section we will ask you to give us more information about your residency project – the activity you plan to develop together with the artists / cultural professionals you eventually select. For more information see section 3.2 of the Third Call for Residency Hosts

Area of work

What is the main artistic sector for your project? *

Select list with:

- Architecture
- Cultural heritage
- Design and fashion design
- Literature
- Music
- Performing arts
- Visual arts

Appears if “Architecture” is ticked: What is the main discipline?

Architecture*

Select list with:

- Traditional
- Urban
- Landscape
- Other

If “other”, please specify *

Open text

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

Cultural Heritage*

Select list with:

- Crafts
- Museum institutions
- Natural
- Tangible (built heritage)
- Intangible (living heritage)
- 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:

- Design
- Fashion design
- Other

If “other”, please specify *

Open text

Appears if “Literature” is ticked: What is the main discipline?

Literature*

Select list with:

- Literary creation
- Literary translation
- Publishing and promotion of literary works from Creative Europe countries (incl. OCT/OR)
- Other

If “other”, please specify *

Open text

Appears if “Music” is ticked: What is the main discipline?

Music*

Select list with:

- Classic and opera
- Folk/Indie
- Jazz/Blues
- Metal/Goth
- Rock/Pop
- Rap/hip hop
- Experimental/Sound art
- Other

If “other”, please specify *

Open text

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

Performing arts*

Select list with:

- Circus
- Dance
- Theatre
- Outdoor arts performance
- Puppetry
- Street art
- Other

If “other”, please specify *

Open text

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

Visual arts*

Select list with:

- Comic arts
- Digital arts
- Painting
- Photography
- Sculpture
- Action/performance
- Other

If "other", please specify *

Open text

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

Select list with:

- Architecture
- Cultural heritage
- Design and fashion design
- Literature
- Music
- Performing arts
- Visual arts

Objectives of your project

Please choose two items from the following list that best fit 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 the participants' competencies through non-formal learning, or collaboration with a specialist.
- To connect:** to develop a professional network, to strengthen the participants' professional development, to engage with new audiences.
- To transform:** to contribute to societal transformation in line with the New European Bauhaus values and principles. See the section 3.2.3 of the Call.

Please note: the residency grant cannot be used purely to support travel for artists to present their existing work in a professional setting (showcase, exhibition, concert, performance) at the host.

Project description

What is the name of your residency project? (optional)

Project name

Open text

Project summary

Please give an overall summary of your residency project. This might include background information on the project, expected results, the people you plan to work with, the chosen location, and your expected audience (if any). **You should also explain how the project fits your profile and philosophy** (your current and past activities, history, location, etc.)

Summary of your project*

Open text

Relevance of the residency project

Explain how the residency will allow the host and the participating A&CPs to achieve the objectives chosen above (to explore, to create, to learn, to connect, to transform). **How is the planned duration, the chosen location, and the presence of international A&CPs important to reaching the chosen objectives?**

Relevance of the project*

Open text

Appears if “To transform” is ticked:

New European Bauhaus values

How does the project relate to the three New European Bauhaus values explained in the New European Bauhaus Compass: beautiful, sustainable, together? To what extent does the project adopt a multi-level, participatory and transdisciplinary approach?

Open text

See the [New European Bauhaus Compass publication](#) for more background on NEB values.

Expected longer-term outcome

What are the expected longer-term outcomes of the project, both for the host and for the participating A&CPs? For example: new partnerships, new collaboration opportunities, new skills, new ways of thinking and creating, etc.

Longer-term outcomes*

Open text

Appears if “To transform” is ticked:

NEB impacts

How will the residency project engage, connect with or impact the local community? How will the residency engage with one of the three levels of impact defined by the NEB?

Open text

Before applying, please check the full eligibility criteria in the [call document for the Culture Moves Europe – Residency Action](#).

Benefits for the broader ecosystem

How will the project benefit local, national, or European artistic and cultural ecosystems?

Benefits for the artistic/cultural ecosystem*

Open text

Sustainability

Do the residency facilities follow sustainable practices? How does the project plan to integrate ideas, practices and habits to reduce negative impacts on the environment?

Sustainability of the facilities and the project*

Open text

Would you be interested in taking part in a training programme focusing on how to develop sustainable residencies? This will take the form of a series of interactive online events from September to December 2024.

- Yes
- No

PREPARATION AND IMPLEMENTATION OF YOUR PROJECT

Premises and services

Participating A&CPs will have specific needs in terms of working spaces, equipment, material, technical support, access to local organisations, etc. In this section we ask about the resources you will provide to A&CPs, as well as the accessibility of your premises.

Will the residency host provide suitable workspace and safe working conditions for A&CPs within its own premises? *

- Yes
- No

What resources does the host provide to A&CPs for the development of the residency project?

Please give details about the resources available to participating A&CPs. *

Open text

Does the host provide accommodation for A&CPs within its own premises? *

- Yes
- No

Please give more details about the accommodation you will provide. This can include facilities made available for the participating A&CPs (kitchen, common areas), the distance between the accommodation and work spaces, criteria for selection of accommodation if not within the residency's premises, etc.

Details about the accommodation *

Open text

Are the host's premises and the accommodation accessible to people with disabilities? *

- Yes
- No

What support can the host provide to accommodate participating A&CPs with disabilities (e.g. trained staff, equipment, etc.)?

Please explain to what extent the premises are accessible *

Open text

How will the applicant provide support for administration, coordination, and logistics issues (such as visa support and guidance, local transportation recommendations, etc.) that may arise before and during the stay of the selected A&CPs?

Support provided to A&CPs *

Open text

Provision of safe and appropriate accommodation and working environment:

- The host must provide the participating A&CPs with a safe and appropriate accommodation and working environment and services to implement the residency project. I acknowledge that any breach or misconduct could lead to legal consequences specified in detail in the Grant Agreement.*

SELECTION OF ARTISTS AND CULTURAL PROFESSIONALS

By what procedure will A&CPs be selected for participation?

Selection procedure *

Drop down list with:

- Open call (periodical, ongoing basis)
- Nomination/direct invitation
- Other

Appears if “Other” is ticked: If “other”, please specify

Open text

Please explain the selection procedure and what criteria you will use for selection.

Details about the selection procedure and criteria *

Open text

How does the selection procedure ensure accessibility and fairness for A&CPs?

Details about accessibility and equal opportunity *

Open text

The Culture Moves Europe team will organise Match-Making Sessions to help selected hosts find participants for their residency project. In these online sessions, selected hosts can present their residency project and the services provided to an audience of artists and cultural professionals interested in participating in residencies.

Would you be interested in participating in the Match-Making Sessions that will take place, online, during September 2024 (exact date to be confirmed)?

- Yes
- No

COLLABORATIVE ENVIRONMENT

A mentor is a person of reference for the participating A&CPs, providing professional support, including guidance, feedback, etc. for the project.

How many mentors will be part of the residency project?

Number of mentors*

Open text

The mentor(s) is/are: *

Drop down list with:

- Part of the host team/staff
- External collaborator
- A mix of both

Please briefly describe how the mentors you have selected are relevant to the residency project. Why have they been chosen, and what skills or experience do they bring?

Relevance of mentors *

Open text

What type of mentoring activities are planned?

Please describe the mentoring plan *

Open text

Please describe the project schedule (type of activities and when they happen) and outline your plan to support the collaboration with the hosted A&CPs.

Project schedule and collaboration activities *

Open text

OTHER INFORMATION

Did the applicant host 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. However, new applicants will be prioritised.

Did the applicant host already apply in the first or second Call for Residency Hosts? *

- Yes
- No

Your answer is needed for statistical purposes.

Appears if “Yes” is ticked: Did the applicant host receive funding already in either of the two previous Calls for Residency Hosts?

- Yes
- No

If yes, please note that you are eligible for the Cultural Moves Europe mobility grant. However, new applicants will be prioritised.

Please confirm that the applicant is not currently receiving financial support from another European Union programme:

- The host is not receiving funding from another European Union programme for travel, accommodation, or subsistence expenses for the same project, same date and same purpose.**

If you are currently receiving additional financial support from another European programme for the same project, same date and same purpose, please note that you are not eligible for the Cultural Moves Europe mobility grant.

I agree to have information such as the name of my legal entity, website, contact details, and a short project description published on European Commission, Culture Moves Europe, and partner websites and social media channels if I am selected in Phase 1. *

- Yes
- No

DOCUMENTS TO UPLOAD

Please note: Only pdf files, can be uploaded and saved. The maximum size for a file is 5MB.

Proof of legal registration

Proof the legal entity of the Residency Host is registered and based in one of the Creative Europe countries (1 .pdf)*

This document can be a valid registration extract, a decision that establishes the entity as a public body, an official document attesting the legal entity, etc. It can be in any of the official languages of the European Union. An explanatory note in English may be requested.

Your proof of legal registration must be **stamped and dated**.

Upload proof of legal registration*

File upload area

Presentation of host activities

Artistic and creative portfolio, description, statement or information flyer presenting the Residency Host and its artistic and cultural activities, in English (1 .pdf)*

The artistic and creative portfolio should present the main features of the residency: premises, activities, work environment, etc.

Upload artistic and creative portfolio *

File upload area

Presentation of mentors

Curriculum vitae, portfolio or biography of the mentor(s) in English (1 .pdf)*

The curriculum vitae should present education and professional experience of the mentor in relation to mentoring A&CPs, etc. Please upload 1 document for each mentor in your project.

Upload mentor CVs, portfolios or biographies

File upload area

Please provide one relevant link to the Residency Host activities:

Link to the host's work *

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 the legal entity I represent meets the following eligibility requirements:

- Is a legal entity registered as a: private organisation, public body (local, regional, national), not-for-profit organisation, foundation, legal person who can run a residency in their studio/work space; *
- Is legally registered and based 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, Kosovo⁴, 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 and Outermost Regions (OCT and OR).

I further confirm, that

- I am not working for the Goethe-Institut or the European Commission;
- My legal entity has 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 multiple submissions with different funding organisations, my legal entity will declare immediately any other such funding that it will receive for the implementation of the action subject to this application;
- The EU has not imposed restrictive measures against my legal entity;
- My legal entity has not been previously excluded from EU-funded projects or subject to financial penalty by the European Union;
- My legal entity will pay all required taxes due on any mobility support it receives and that it understands that this may include double taxation, as explained on [this web page](#);
- My legal entity undertakes to notify the Goethe-Institut immediately of any changes regarding its 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 and complies with EU values.

⁴ 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.

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:

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

How did you learn about the Call for Residency Hosts? *

Drop down list with:

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

Appears if “Other” is ticked: If “other”, please specify

Open text

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

Drop down list with:

- 1 (Very easy)
- 2 (Easy)
- 3 (Normal)
- 4 (Difficult)
- 5 (Very difficult)

How long did it take you to complete this application?

Drop down list with:

- 0 to 30 minutes
- 30 minutes to 2 hours
- 2 to 5 hours
- 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