



Call for Individual Mobility

Open from 1 October 2025 - 30 April 2026

Culture Moves Europe – Call for Individual Mobility 2025-2026

Contents

What is Culture Moves Europe?	1	Exceptional cases – Virtual projects and hybrid mobility	19
Which sectors does Culture Moves Europe support?	2	How to apply?	22
Which are the Creative Europe countries?	2	Application Form	23
Call for Individual Mobility: Key dates and deadlines	3	Supporting documents	25
Eligibility	4	Decision making	27
Who can apply?	5	What happens after you've been selected?	30
What does Culture Moves Europe support?	6	Grant agreement	30
What is not supported by Culture Moves Europe?	10	Applicants who require a visa	31
How to plan and implement your project	12	What happens if you need to change your plans?	31
How is the grant calculated?	14	Payment of the grant	34
Travel allowance	14	Activity Report	35
Daily allowance	15	Accessibility Support for Applicants with a Disability	39
Top-ups	15	Communication	42
Accessibility Support	16	Data protection	42
Grant Calculation Examples	17	For more information	43

What is Culture Moves Europe?

Culture Moves Europe promotes cultural and artistic mobility by supporting individual mobility and residency projects across all Creative Europe countries.¹ It supports artists and cultural professionals by giving them funds to travel and carry out a project in another Creative Europe country.

The scheme consists of two call types: The **Call for Individual Mobility**, for artists and cultural professionals (individuals or groups of individuals), and the **Call for Residency Hosts**, for legal entities who want to host residencies.

If you are an artist or cultural professional living in one of the Creative Europe countries, you can apply under the **Call for Individual Mobility** to travel, by yourself or as part of a group, to a different Creative Europe country to implement a project with an international partner.

Culture Moves Europe aims for gender, geographical, regional and sectoral balance, and encourages sustainability and inclusion.

This project is funded by the Creative Europe programme of the European Union and implemented by the Goethe-Institut.

¹ The list of countries participating in Creative Europe is liable to change; please see the following page from the European Commission for up-to-date information:
<https://culture.ec.europa.eu/resources/creative-europe-desks>

Which sectors does Culture Moves Europe support?

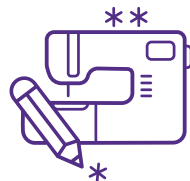
The scheme covers the following sectors:



Architecture



Cultural Heritage



Design &
Fashion Design



Literature



Music



Performing Arts



Visual Arts

Which are the Creative Europe countries?

The Creative Europe countries include the **27 EU Member States** (Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden) and **Albania, Armenia, Bosnia-Herzegovina, Georgia, Iceland, Kosovo², Liechtenstein, Moldova³, Montenegro, North Macedonia, Norway, Serbia, Tunisia, Ukraine**.

This includes the **Overseas Countries and Territories** (OCTs) and **Outermost Regions** (ORs) of the European Union:

- Greenland (Denmark);
- 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 (France);
- Azores, Madeira (Portugal);
- Canary Islands (Spain);
- Aruba, Bonaire, Curaçao, Saba, Sint Maarten, Sint Eustatius (The Netherlands).

² 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.

³ Moldova will join the Culture strand of Creative Europe as of 1st January 2026. Applicants based in Moldova or with Moldova as a destination, can submit their application from January 2026 onwards.

Call for Individual Mobility: Key dates and deadlines

The Call for Individual Mobility 2025-2026 is a rolling call with monthly deadlines from 1 October 2025 to 30 April 2026 (**excluding December 2025**). At the end of each calendar month, applications submitted in that month are reviewed and either approved or rejected. You must submit your application no later than **23:59:59 CET/CEST** on one of the following deadline dates:



- **October** deadline: 31 October 2025
- **November** deadline: 30 November 2025
- *No deadline in December 2025*



- **January** deadline: 31 January 2026
- **February** deadline: 28 February 2026
- **March** deadline: 31 March 2026
- **April** deadline: 30 April 2026

After you have submitted your application, you will be **notified of the result up to 8 weeks** after the monthly deadline.

When can you start your travel?

When planning the dates of your project, remember that you will only be able to apply to start your travel **two months after the monthly deadline** in which you apply. You must also sign and send back the signed grant agreement before you can start your travels.

For instance, if you apply on 3 October 2025, the earliest date you can start your travels to the project destination is 1 January 2026.

For each monthly deadline, you can apply for projects that will take place within 6 months after this earliest travel date.

When is the deadline for implementing your project?

You must implement and finish your project within **6 months** of sending back the signed grant agreement. After implementing your project, you have to submit your activity report within 30 days.



Photo: © Violena Ampudia and Marie Fages 2025.

Eligibility

The photos introducing each section show past grantees bringing their Culture Moves Europe projects to life. Check out the 'For more Information' section at the end of the call to find out more.

Eligibility

Who can apply?

- The call is open to artists and cultural professionals. You can submit an application by yourself or as part of a group.
- You must legally reside in one of the Creative Europe countries, including the OCTs and ORs.
- You must be 18 years of age or older.
- You must be active in **one** of the following sectors: Architecture, Cultural Heritage, Design and Fashion Design, Literature, Music, Performing Arts, and Visual Arts.
- Applications are welcomed from people with all educational backgrounds and levels of experience.

The values of the European Union are at the core of Culture Moves Europe. Applicants, selected grantees and any project implemented under the Individual Mobility Action must fully respect the EU values of human dignity, freedom, democracy, equality, rule of law and respect for human rights, including the rights of persons belonging to minorities.³

Have you applied to or received a grant from Culture Moves Europe?

- If you have applied for and/or received a grant of Culture Moves Europe in previous calls (2022-2025) you can apply again. However, priority may be given to first-time applicants.
- In the present call (2025-2026), each applicant can apply once. Which means you can only apply to one monthly deadline.
- If you are a participant or host in a project supported by any of the Calls for Residency Hosts (from 2022-2025, or for future calls), you are eligible to apply for a grant under the Call for Individual Mobility, but not with the same project.

³ As stated in the article 2 of the Treaty of the European Union EUR-Lex - 12012P/TXT - EN - EUR-Lex (europa.eu), and the principles enshrined in the Charter of Fundamental Rights of the European Union, particularly the Article 217 EUR-Lex - 12012P/TXT - EN - EUR-Lex (europa.eu)

What does Culture Moves Europe support?

Culture Moves Europe supports projects which fulfil the following criteria:

✓ Objectives

The project must pursue two of the following objectives:



To Explore

...to conduct creative and artistic research, investigate, draw inspiration and work on a specific theme or new concept.



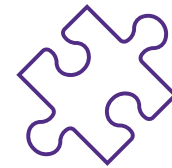
To Create

...to engage in a creative process seeking to produce a new piece of artistic or cultural work.



To Learn

...to enhance competences and skills, for example, through collaboration with a specialist.



To Connect

...to develop a professional network, to strengthen professional development, to engage with new audiences.

✓ International partner and destination

- Your project must be implemented in a different Creative Europe country than the one where you live, and in cooperation with an **international partner** who invites you to the destination as the main collaborator in implementing the project.
- The international partner can be an organisation or individual and must be based in a Creative Europe country different from the one where you legally reside.
- You must implement your project in **one country**. You must choose one key destination, where you will work with your international partner on the project. However, you can also implement the project in other places in the destination country, as long as this is relevant to the project's objective.
- You cannot travel to a destination where there is a serious threat to safety and security.⁴ Instead, you must request a virtual project (for more information, please see section '[Exceptional cases – Virtual projects and hybrid mobility](#)').
- You will need to send us a letter of invitation to collaborate, signed by your international partner, as part of your application.

✓ Duration

- The project must be between 7 and 60 days in length, if you are implementing your project as an individual, or between 7 and 21 days if you are implementing a group project (see below).
- The duration is considered as the number of days spent in the destination working on the project with your international partner and does not include days spent travelling to/from the destination.
- Your project must be implemented in the destination country in one continuous period; it cannot be split into two or more separate phases.

⁴ This provision applies in cases where the responsible Ministry of Foreign Affairs has advised against travel to the destination, or similar. Applicants are encouraged to stay informed regarding issues of security and safety in the destination country through the Ministry of Foreign Affairs of their own country.

✓ Group projects

- Group projects can include up to 5 applicants. Each group can only submit 1 application. All group members must participate in the same mobility project.
- A 'group leader' submits the application and is the main contact point with the Culture Moves Europe team. The group leader receives the grant and is responsible for distributing it to each group member.
- Each group member is an applicant and must therefore comply with the eligibility requirements.
- Each group member can legally reside in different Creative Europe countries, as long as it is not in the destination country.
- Each group member must have a clearly defined role in the project.
- All group members must implement the project in the same place, at the same time and for the same duration.
- Individual artists and cultural professionals with the same shared project and same destination must apply as a group and not with several individual applications.
- A group project can have a maximum of five participants; if a second application is submitted for the same project, both applications will be considered ineligible.

Project example ideas

Here are some examples of project ideas, so you can imagine what's possible with Culture Moves Europe:

Abdel is an archivist from Tunis who applied for a residency in Palermo. There, he was accepted for a one-month residency to learn about specific preservation and archival techniques for artworks.

Four contemporary artists from Romania – Maarja, Raluca, Vlad and Boian – want to travel to the Canary Islands, to collaborate with a performing arts collective and create a new dance.

Hedda is a costume designer based in Budapest, who wants to collaborate with another costume designer in Riga who has been exploring similar themes in their work.



* Virtual and Hybrid Projects

You can request a virtual project or hybrid mobility project if you are living with a **disability**. Sometimes, you must request a virtual mobility, for instance when your project involves a country where there is a **serious threat to safety or security**.

To see if this applies to you, please see the section '[Exceptional cases – Virtual projects and hybrid mobility](#)', and for more information on support for those with a disability and/or accessibility needs, please see the section '[Accessibility Support for Applicants with a Disability](#)'.

What is **not** supported by Culture Moves Europe?

All applications which do not meet the previously mentioned eligibility criteria cannot be supported by Culture Moves Europe. Furthermore, the following specific conditions also apply:

✗ **Applicants** will not be considered eligible if they are:

- already recipients of a grant from the Call for Individual Mobility 2025-2026;
- part of another application for the same or a different project, when applying in the same call;
- already receiving EU financial support contributing to travel, or daily expenses (e.g. travel, accommodation, meals) for the same project and same dates;
- currently in the Culture Moves Europe Pool of Evaluators;
- staff members of the Goethe-Institut;
- staff members of the institutions and agencies of the European Union;
- ineligible for support due to ongoing sanctions imposed by the European Union.⁵

⁵ 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.

✗ Sectors and activities – grants cannot be awarded:

- retrospectively for actions and projects that start before the relevant earliest start date, or are already completed;
- for projects exclusively covering the audiovisual sector, connected to the film industry and with the aim of being prominently displayed in public on different media, such as TV, cinema, paid streaming or gaming platforms;
- for literature projects focusing on non-fiction works, including: autobiographies, biographies, essays without fictional elements; tourist guides; leisure and personal development-related works; scientific and academic works (including the humanities, social and other sciences);
- for any project considered as contributing to an academic degree (including post-graduate qualification);
- to purely fund travel for applicants to present their previously created work in a professional setting (exhibition, concert, performance, vernissage).

✗ International partner is not eligible if:

- listed as an applicant in the project;
- based in the same country as the applicant(s).

✗ Projects will not be accepted if:

- multiple separate applications from individuals or groups presenting the same project with the same destination are submitted;
- one or several group members have already received a Culture Moves Europe mobility grant from the Call for Individual Mobility 2025-2026 onwards. This will make the entire group application ineligible.

How to plan and implement your project

The earliest date to start your travels is **at least two months** after the monthly deadline in which you apply. You can apply for projects that take place within 6 months from your earliest travel date.

After signing the grant agreement, you have **up to 6 months** to:



- **start your travel from your place of legal residence;**
- travel to your destination country;
- implement your project, in collaboration with your international partner, **without interruption** (you need to be in the destination for the full duration of your project);
- and submit your activity report within 30 days after completing your project.

Grantees do not have to travel directly to the destination, but they must start from their place of legal residence and provide complete proof of travel from there to the destination, even if the journey involves stopovers.



How is the grant calculated?

How is the grant calculated?

The grant is made up of three key components: **travel allowance**, **daily allowance**, and any applicable **top-ups or accessibility support (or both)**.

Travel allowance

There are **two different levels of travel allowance**, depending on the distance between your place of legal residence and the destination:



a) under 5.000 km = **400 €**

b) from 5.000 km = **800 €**

The travel allowance is designed to contribute to the cost of travel from your place of residence to your project's destination, **and** back again.

Travel distance and means of transport

The travel distance is measured as the distance **one-way** from your place of residence to the destination, on a **straight-line basis**. The application form includes a distance calculator for this purpose.

If the travel distance of your mobility is less than 600km, you must travel via green means of transport (any means other than airplane), unless you have a disability which prevents you from travelling differently, or you reside in, or plan to travel to, an island which is only accessible via airplane.

If the travel distance of your mobility is 600km or more, you are eligible to apply for the green top-up (for more information, see the ['Top-ups'](#)).

Daily allowance

The daily allowance is the amount that you receive for each day of your project's implementation, to support with expenses such as accommodation, meals, etc.

This is paid at a rate of **85 € per day** spent working on the project in the destination.

Top-ups

Top-ups provide additional financial support, at fixed rates, to grantees who meet the conditions outlined below.

You will need to provide supporting documents, both at the application and the activity report stage, to demonstrate you meet these conditions.



Green mobility top-up

designed to support those who choose more sustainable means of travel.

- You can apply for this top-up if the straight-line distance between your place of residence to the destination is 600 km or more, and you travel by any means of transport other than airplane.
- Amount: **400 €**



OCT/OR top-up

for applicants whose place of residence and/or destination is an OCT or OR (see section [‘Which are the Creative Europe countries?’](#)).

- Applicants must legally reside, or have their destination, in an OCT/OR.
- Amount: **175 €**



Family top-up

designed to support applicants with children.

- Applicants with children under the age of 18 years old at the time of project implementation.
- Amount: **200 €** per child



Visa top-up

provides extra financial support if you need to apply for a visa for your mobility.

- Applicants must require a visa to undertake their mobility.
- Amount: **120 €**

Accessibility Support

For more information on the support available if you have a disability and accessibility needs, please see the section [‘Accessibility Support for Applicants with a Disability’](#).

Grant Calculation Examples

To give you an idea of how the top-ups work, here are some examples:

Individual application:



Marie, a French choreographer living in Spain, wants to collaborate with a dance theatre in Germany, to work on a new performance. She will be in Germany working on the project for 14 days.

*Marie has two children, aged 5 and 7, and has decided to **travel by train** from Spain to Germany (with a calculated distance of 1,300 kilometres).*

Grant Calculation:

- Travel allowance: 400 €
- Daily allowance: 1190 €
(85 € x 14 days of project implementation)
- Green top-up: 400 €
- Family top-up, two children: 400 €

Total: 2390 €

Group application:



Kyriaki, Davina, and Yoan applied as a group to implement a project in Romania for 10 days.

Kyriaki took a flight from Cyprus.

Davina travelled from Poland by bus.

Yoan took a flight from Armenia; he is the father of a 3-year-old.

They explored the local architecture and attended workshops in Craiova about sustainable construction and design.

Kyriaki: (no top-ups)

- Travel allowance: 400 €
- Daily allowance: 850 €

Total: **1.250 €**

Davina: (green top-up)

- Travel allowance: 400 €
- Daily allowance: 850 €
- Green top-up: 400 €

Total: **1.650 €**

Yoan: (family; visa top-up)

- Travel allowance: 400 €
- Daily allowance: 850 €
- Family top-up: 200 €
- Visa top-up: 120 €

Total: **1.570 €**

Total grant amount: 4.470 €

Exceptional cases – Virtual projects and hybrid mobility

A **virtual project** is a project where you work entirely remotely with an international partner from another Creative Europe country, with the same objectives and conditions to apply as for physical mobilities. A **hybrid mobility** is a project where part of the project is implemented in person, and part of it is implemented virtually.

In certain cases, it is possible or **required** to apply for a virtual project.

You **must** apply for a virtual project if:

- there is a serious threat to safety and security in the destination where you wish to implement your project.⁶

Otherwise, you **have the option** to apply for a virtual project if:

- you reside in a country where there is a serious threat to safety and security;
- you are an applicant with a disability which prevents you from travelling for an in-person mobility project. In this case, you can also apply for a **hybrid mobility**.

⁶ This provision applies in cases where the responsible Ministry of Foreign Affairs has advised against travel to the destination, or similar. Applicants are encouraged to stay informed regarding issues of security and safety in the destination country through the Ministry of Foreign Affairs of their own country.

Grant calculation for virtual projects and hybrid mobility projects

For a **virtual project**, a daily allowance is paid to contribute to daily expenses during the implementation of the project, for the requested duration. The rate is 40 € per day. For a virtual project, you can request the family top-up and accessibility support, if required. However, since no travel is involved, the travel allowance, as well as the green mobility top-up, visa top-up, and the OCT/OR top-up cannot be requested.

For **hybrid projects**, the duration of the project implemented virtually will be paid at the above rate, and the duration implemented on-site will be paid at the standard rate for physical mobilities.

For example...



Grigor is a theatre director from Armenia, who wants to develop a collaborative performance with a theatre in Ukraine.

Grigor is unable to travel to Ukraine due to the current threat to safety and security there – so he applies for a virtual project.

This project will last for 14 days, with collaboration via online tools and meetings.

Grigor has a 4-year-old son and so applies for the family top-up.

Daily allowance: 560 €

*(40 € x 14 days of
project implementation)*

Family top-up: 200 €

Total amount: 760 €



How to apply?

How to apply?

To apply for support from Culture Moves Europe, you need to create an account and submit an online application via the [Goethe-Application Portal](https://portal.gap.goethe.de/en-US/).⁷

- Your application must be in English. The level of English is not taken into consideration and you are free to use online translation tools. Please make sure your application is written clearly so that the external evaluators can understand the project.
- You need to write and submit the application yourself. Applications that are written or submitted by someone other than the applicant, will not be accepted.
- Make sure to apply using the form for the **Call for Individual Mobility 2025-2026** in the Goethe-Application Portal.
- You can edit and save the draft application before making a final submission. Draft applications can be worked on for the whole duration of the call.

Once you submit your application, it cannot be changed. The application will only be evaluated after the monthly deadline.

Tip for group applications:

If you are applying as a group of 2 to 5 artists and cultural professionals, there are a few things to bear in mind when preparing your application:

- Each group project needs a group leader. The group leader is the group member who submits the group application via the Goethe-Application Portal.
- The group leader will need to gather the required documents for each group member (see below) and ensure that the application and supporting documents are eligible.

⁷ <https://portal.gap.goethe.de/en-US/>

Application Form

Personal information and mobility details

Once you have started an application for the Call for Individual Mobility 2025-2026 in the [Goethe-Application Portal](#), the form will ask for the key **personal details** of yourself and any group members, if you are applying as a group. This includes the address of your place of residence, which must act as the start point for your travels when setting off on your mobility. This section also has questions related to disability and accessibility; for more information, please see the '[Accessibility Support for Applicants with a Disability](#)' section.

You also need to enter the details of your **International Partner**, indicating key contact details and their role in your project. Think about why you have chosen this international partner, and the role that they will have in the implementation of your project.

You will then need to provide the **key details of the practical side of your mobility**, including if you (or any of your group members) are applying for a virtual or hybrid mobility (if eligible), and the implementation dates of your project. The important element here is the **duration** you indicate – this must remain the same when you implement your project. The exact dates you implement your project can be at any time within your 6-month implementation period.

You then enter the address of the key **destination** for your project, and request one or various **top-ups** if they apply to you or any of your group members, if you are applying as a group.

Project description, objectives, and key questions

You will then need to select two of the objectives that your project will follow, and answer the following questions:

- **Project description** (Max 1000 characters)

In this field, provide an overview of the content of your project, the expected results, the people you will work with, and your expected audience (if this is relevant to your project).

- **Relevance of the mobility** (Max 1000 characters)

Explain how the mobility will allow you to achieve the two objectives you previously selected. This is also a space to discuss why it is important that you travel and that you stay in the destination for the requested duration in order to achieve these objectives.

- **Organisation and preparation** (Max 1000 characters)

In this field, you can explain the steps you have undertaken so far to prepare your project. For example, what activities/meetings have you already planned? Have you organised a project schedule/calendar? If you apply as a group, have you discussed the plan/schedule with the other members? Has there been preparatory work with your international partner?

- **Expected longer-term outcome** (Max 1000 characters)

What do you expect as longer-term outcomes of your project? For example: new partnerships, new contracts or job opportunities, new skills, new ways of thinking and creating, etc.

- **Sustainability aspects** (Max 1000 characters)

During your mobility, how do you plan to integrate sustainable practices or reduce any negative impact on the environment? For example: use local transports in the place of destination, consumption of local products, re-use of materials, renting of equipment, etc.

Supporting documents

The application form then invites you to upload the required supporting documents. You need to upload these in PDF format.

Official national identification

- ID card or other official document that proves one's identity.⁸
- In any language (short explanatory note in English may be requested)
- For group applications, provide one document for each group member.

Proof of legal residence

- Document proving you're legally registered in your country of residence, indicating your name and address at the time of applying.
E.g. housing contract, bills.
- Must be the same address as in 'Applicant Details'.
- For group applications, provide one document for each group member.

Short curriculum vitae (CV)

- A one-page document summarising personal information, contact details, relevant education, and professional experience.
- For group applications, provide one document for each group member.

⁸ E.g., Passport, national identity card, refugee or humanitarian protection status documents.

Artistic and creative portfolio

- This focuses more on your artistic and creative work, including examples of personal creations, projects, ideas, etc.
- For group applications, you should provide a single portfolio combining the work of all group members, even if you haven't previously worked together.

Letter of invitation from your international partner

This must include:

- confirmation of their collaboration with you;
- a brief description of the international partner;
- the name of the applicant and each group member, if you're applying as a group;
- the duration of project implementation, including the expected start and end dates;
- the date and signature of the international partner.

Please note that applications with required fields left empty, completed with the wrong information, or without the required documents uploaded, will be considered ineligible.

For any **technical issue** when applying, applicants must contact the Culture Moves Europe team: via the *mail section* on the [Goethe-Application Portal](#).

Decision making

After each monthly deadline, each application is checked to make sure that it is eligible to be supported by Culture Moves Europe. If your application does not meet the eligibility criteria, it will be considered ineligible for support, and you will receive a notification email.

Two independent evaluators will then evaluate the eligible applications. Your application will be evaluated on the basis of the following criteria:

Evaluation Criterion

1. Project relevance: Does the project follow 2 of Culture Moves Europe's objectives and allow you to pursue them?
4/20 Points

2. Mobility relevance: Are the travel and duration necessary to achieve the desired outcome of the project? **5/20 Points**

3. Preparation: Is the mobility sufficiently well-planned with the international partner? Does each group member have a clear role in the project? **5/20 Points**

4. Outcome: What will be the longer-term outcome? E.g. on your career or the local community. **4/20 Points**

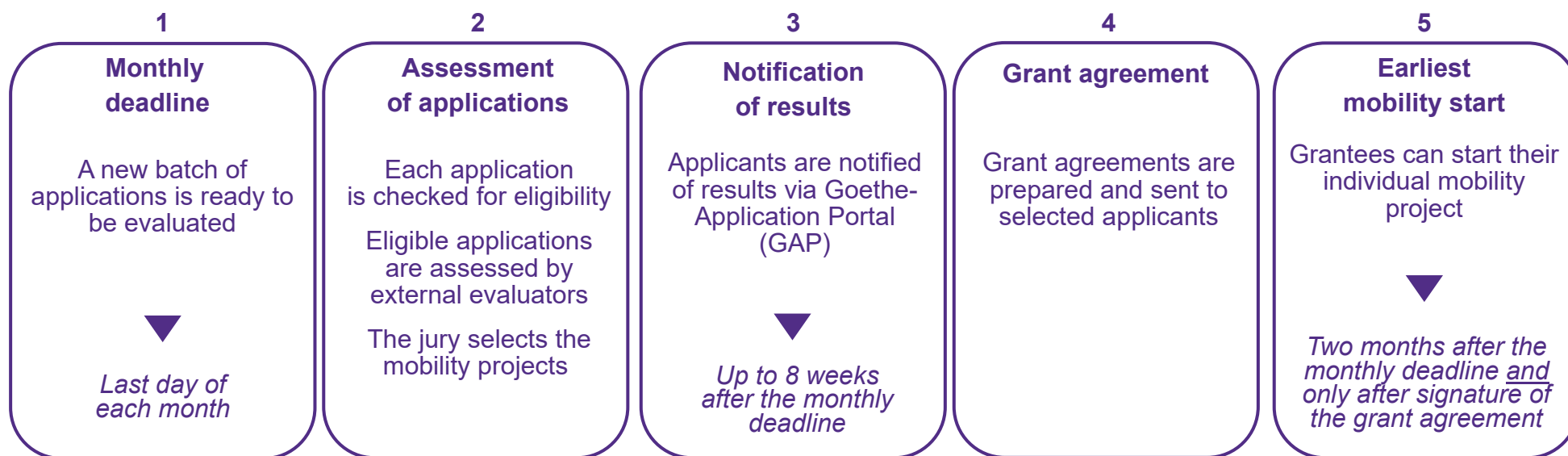
5. Sustainability: Does your project consider environmental sustainability? E.g. the topic (biodiversity, climate crisis, etc.), materials, energy management, etc. **2/20 Points**

Due to the available budget, the Individual Mobility Action is divided into three duration categories, with the estimated distribution of selected applications as follows:

- Approximately 68% for **short-term projects** (7 to 21 days)
- Approximately 20% for **medium-term projects** (22 to 39 days)
- Approximately 12% for **long-term projects** (40 to 60 days)

The jury will then make the final selection of successful projects that will receive support. The jury is made up of a minimum of three people (representatives from the European Commission and Goethe-Institut). The jury ensures the quality, impartiality, and coherence of the selection process. Considering the budget available, the selected mobility projects should reflect on quality (evaluators' score and comments) and other criteria such as geographical and gender balance, sectors, emerging and established artists and cultural professionals, and other inclusion aspects.

All applicants will receive their application results via the Goethe-Application Portal within **8 weeks** after each monthly deadline.



Indicative timeline from the monthly deadline to the earliest start of mobility projects. Delays may occur.

*It is highly recommended to **apply at least 4 months before** the start of the individual mobility.*



What happens after you've been selected?

What happens after you've been selected?

Grant agreement

1. After you've heard that you have been selected for support, you will receive information on how to fill in your personal bank details in the Goethe-Application Portal. Please note that these must be your **personal bank details**, and not those linked to a business or organisation. For group projects, it must be the **personal bank account of the group leader**.
2. Once you've provided the bank details, the Culture Moves Europe team of the Goethe-Institut will prepare **the grant agreement**, which is the main contractually binding document between you as a selected applicant, and the Goethe-Institut. It defines the activities to be carried out as part of the project, as you outlined in your application, and the budget of the grant itself, as well as other rights and obligations.
3. The grant agreement will be sent to you via the Goethe-Application Portal – once you have received it, you have **15 days to sign it and send it back** to us via the same Portal. If the grant agreement is not signed and sent back within that period, the Culture Moves Europe team considers it as a **rejection of the offer**.
4. Once you've signed the agreement, you will receive the 1st instalment of the grant within 30 days. For more information on how the grant is paid, see the section ['Payment of the grant'](#).



15 days to sign
and send back the
grant agreement.



First instalment
of the grant
within 30 days.



Start to travel to
your project
destination.

Applicants who require a visa

If you need a visa to travel to the destination country of your project, in addition to the Visa top-up, the Culture Moves Europe team can provide, on request, a letter confirming your status as a recipient of a Culture Moves Europe grant. The letter will outline the financial support provided for your project in the destination country, and the dates on which you plan to travel.

You can request this letter from the Culture Moves Europe team by sending a message via the Goethe-Application Portal.

What happens if you need to change your plans?

Your grant agreement with the Goethe-Institut requires you to carry out your project as described in your original application. You may change the project dates, provided you carry out your project within the 6-month implementation period.

Any other changes are strictly limited. Changes **cannot be approved retrospectively**, after the project has already taken place; they must be requested via the Goethe-Application Portal and approved **in advance** by the Culture Moves Europe team.

Find out more about the permitted changes and what happens when you face *unforeseen circumstances* on the following page.

The following changes are allowed, as long as they meet the conditions listed:

- **Changes to the duration of your mobility**

You should always try to carry out your mobility for the same duration as you stated in your application and in the letter of invitation from your international partner.

If you need to change the duration of your project, you must make sure that you can still carry out all the activities as described in your application. It is always best to try to find new dates within the 6-month implementation period and carry out your project for the original duration.

If your project is shorter than your original duration, your daily allowance will be reduced accordingly, and you may need to pay back some or all of the grant. If your project becomes longer, you will not receive extra daily allowance.

- **Changes to the group members in your project**

If someone in your group needs to drop out, the group leader must contact the Culture Moves Europe team as soon as possible. You can request to replace a group member only once, and only with approval from the Culture Moves Europe team.

If a second member drops out, you will need to let us know, and the size of the group will be reduced.

- **Changing the international partner of your project**

In general, your collaboration with your international partner is a crucial aspect of your mobility. However, subject to discussion with the Culture Moves Europe team, you can change your international partner.

You will need to provide evidence that the international partner has cancelled the collaboration, or that serious issues with this partner are preventing you from implementing the project as planned.

- **Change of destination**

Changing the destination of your project is only possible if it is for reasons that could not be foreseen, and it is the only option that would allow the implementation of your project according to the content of your application.

This change must be agreed with the Culture Moves Europe team, and any changes to the destination will not result in an increase in the grant amount, but could lead to a deduction.

- **Extending the validity of your grant agreement beyond 6 months**

It is not possible to extend the validity of your grant agreement, unless you require a visa to undertake your project and your visa application faces delays beyond your control.

Unforeseen circumstances

Different conditions apply if you experience ***unforeseen circumstances***. These are circumstances beyond your control that stop you from implementing the project. These are:

- national restriction on freedom of movement due to a health crisis, war or major political unrest, or a natural disaster.
- being unable to travel due to pregnancy, death, major illness of a family member, their personal assistant or interpreter, or the grantee themselves.
- Inability to implement the project due to strikes.

If you believe you are facing *unforeseen circumstances*, please let us know immediately, and include proof of these circumstances. The Culture Moves Europe team will get back to you as soon as possible. If it is agreed that *unforeseen circumstances* apply, the main obligations of the grant agreement are suspended for both you and the Goethe-Institut.

The Culture Moves Europe team will then try to offer an amendment to the grant agreement to allow the project to still be implemented as close to the original terms as possible. This will take into account the previously agreed conditions and internal processes.

Changes to the project may lead to a budget reduction or full reimbursement. The Culture Moves Europe team enforces any reductions and reimbursements with fairness and equal treatment to all grantees in mind.

Payment of the grant

The grant is paid in two instalments, in Euro, to the account displayed in the grant agreement (this has to be the personal account of either the individual grantee, or the group leader).



The **first payment** is processed within 30 days after you've returned the signed grant agreement, and includes:

- 75% of the travel and daily allowance;
- 75% of the accessibility support (if applicable).



The **second payment** is processed within 30 days after the Culture Moves Europe team reviews your activity report. Subject to full approval of your report, this includes:

- The remaining 25% of the travel and daily allowance;
- The remaining 25% of the accessibility support (if applicable);
- 100% of the requested top-ups (if applicable).

Activity Report

The activity report is a short **form** on the [Goethe-Application Portal](#), which you have to complete after implementing your project. The form will become available on the Portal about **a month after you send back the grant agreement**. Once available, you can check the form under the 'Reports' section.

The **essential information** you must provide is proof that you travelled to the project destination and carried out your project with your international partner for the duration requested in your application.

You must submit the form **within 30 days after you have completed the project**.

For group projects, the group leader is responsible for completing the form and collecting the necessary documents from the group members.



In case of changes or discrepancies between the grant agreement and the information provided in the activity report, the Culture Moves Europe team will have to recalculate the overall mobility grant and adapt the balance payment accordingly.

The contents of the activity report

In the report, you do not need to provide proof of all project expenses. In addition to answering a few questions about your expectations and achievements during your mobility, you need to include the following documents and information:

Proof of transportation

- Proof of the entire journey (from your place of residence to your project destination), as written in your application form. Make sure to include all steps of your journey. The documents you submit must clearly state the **dates, names of grantees, and itinerary** of the travel undertaken. It can include e.g. train, bus, ferry or airplane tickets/boarding passes; petrol/toll tickets; or car-sharing confirmations.

Proof of project implementation

- A **signed letter** from your international partner, confirming that the project was implemented as planned. The letter should include the name of the international partner, the names of the participating grantees, and the dates and duration of implementation.
- **Five files (JPG, PNG or PDFs)** that prove and illustrate the implementation of your project. E.g. photos from the project implementation, event programme, travel and environmental sustainability highlights, etc.

Proof for top-ups

For the various top-ups that you may have requested, you need to provide the following proof:

Green mobility top-up

Travel tickets or receipts demonstrating that the **entire journey** from your place of residence to the destination was completed via green means of transportation.

Visa top-up

Any document that proves you applied for and received a visa, e.g. proof of payment, stamped visa, etc.

Family top-up

Official document (birth certificate, family book, child's identity card, legal guardian's document, etc.) proving custody of a child below the age of 18 during the implementation of your mobility project.

OCT/OR top-up

Travel tickets or receipts showing travel from or to an OCT/OR.

Accessibility Support

For more information on what to upload in the activity report, please see the section '[Accessibility Support for Applicants with a Disability](#)'.

* Activity reports for virtual projects

In case you're completing a virtual project, you will need to provide the following:

- **Proof of virtual project implementation**, proving that the virtual project took place. This can include a timeline of the project, email exchanges, screenshots from online meetings, event programme, pictures, etc.
- **Five files (JPG, PNG or PDFs)** related to project research and activities, creation process, or work with the international partner. E.g. photos or screenshots from the project implementation, event programme, etc.
- A **signed letter from the international partner**, confirming that the project was implemented as planned. The letter should include the name of the international partner, the names of the participating grantees, and the duration of implementation.
- Proof for the **family top-up or accessibility support**, if applicable (for these, the requirements are the same as for physical mobilities).



Accessibility Support for Applicants with a Disability

What is the Accessibility Support?

If you have a disability and accessibility needs, you can request the accessibility support per diem - **a fixed amount of 30€ per day of your project implementation**. It is meant to help cover the extra costs related to your accessibility needs, no matter the actual amount you spend. This support recognises that people with disabilities often face additional costs to make their participation possible and accessible.

In addition, if you have extra costs for **a personal assistant or a sign language interpreter**, which are necessary for you to carry out the project, additional support is available, subject to appropriate documentation.

Below you will find more information about the support and how to request it. If you have any questions, please reach out to culturemoveeurope@goethe.de, and the officer in charge of Accessibility will get back to you.

Persons with a disability

The UN Convention on the Rights of Persons with Disabilities defines persons with a disability as *“those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others”*.

Culture Moves Europe uses the terms “disability” and “persons with a disability” while recognising that language may be different across Creative Europe countries, and that individuals will have their own preferences.

Accessibility needs

If you have a disability, you may need support to live and participate equally in society; these are your accessibility needs.

They may include assistive equipment, accessible accommodation or transportation, a personal assistant, a sign language interpreter, easy-to-read materials, and more. Some of these may involve extra costs, while others may be free, like needing extra time to rest or asking for flexible working hours.



How to request it?

Step 1: Fill in the questions related to disability and accessibility, which are asked in 'Applicant Details' section of the application form.

Step 2: If your application is selected and you requested accessibility support, our accessibility team will contact you. We will ask for supporting documents. Make sure you have them ready. We accept **any** of the following documents:

- Disability ID;
- Official statement, certificate, or letter from a government authority that confirms a disability.
- A medical certificate or report written by a qualified doctor or other registered medical practitioner, including registered psychologists when relevant, that confirms you have a disability. This document must be signed and dated.

Personal assistants and sign language interpreters:

If you also need a personal assistant or a sign language interpreter, this must be mentioned in any of the above documents, or in an additional official or medical document. You could request either professional or non-professional support:

A. Professional service

Generally, if your assistant or interpreter is a professional, Culture Moves Europe can cover the actual cost of the service. Note that quotes can only be approved if they are appropriate in relation to the budget available. You must send us:

- a **formal quote**, showing **the total cost** of their service (including VAT, if applicable, and all related costs, such as accommodation and travel if needed).

Once the team approves the amount, it will be included in your Grant Agreement, and the amount cannot be increased.

B. Non-professional support

If your assistant or interpreter is not a professional service provider, financial support is still available. In this case, you will be given a fixed amount to compensate for this person's expenses: **400 € for travel expenses, plus 85 € per day for daily costs**. You must send us:

- a **short consent form** completed and signed by your assistant or interpreter, along with their ID. You will receive a template for this.

The team accepts documents in all official languages used across Creative Europe countries. However, you may be asked to send a simple translation into English. **Before you start your travel, make sure our team has approved your accessibility support!**

Activity report

You won't need to prove how you spent your accessibility support. Nevertheless, it would be helpful to receive feedback on the amount, process, and how you spent this money. On this form, you will only be asked to tick a few boxes and write a short text about your experience.

A. Professional service:

If you had a professional personal assistant or sign language interpreter, you must upload the invoice for this service.

Like with the quote, the invoice should include all related costs, dates of the service, and the name and address of the service provider and grantee.

The Culture Moves Europe team will reimburse the amount shown on the invoice, up to the agreed total.

B. Non-professional support

In case you had a non-professional personal assistant or interpreter, you must upload a self-declaration confirming their support during your project implementation.

The self-declaration must be dated, and completed and signed by the personal assistant or interpreter. You will receive a template for this.

For example...



Anna is travelling from Czech Republic to Italy to implement a 14-day project.

Anna is deaf and requests accessibility support. She also needs a sign language interpreter to accompany her.

The sign language interpreter's service fee is 3.000 €.

Daily allowance: 1.190 €

*(85 € x 14 days of
project implementation)*

Travel allowance: 400 €

Accessibility support: 420 €

(30 € x 14 days)

Interpreter service: 3.000 €

Total amount: 5.010 €

Communication

When you implement your project, it's important to include information about the support given by Culture Moves Europe. But do not worry: once you receive the grant agreement, you will also receive all the necessary logos, disclaimer and guidelines. Use them in your publications, posters, programmes, videos, etc.

The Culture Moves Europe team occasionally looks for projects to further promote the mobility scheme on social media and other platforms ([see example of a promoted project](#)). Upon agreement between the grantee and the Culture Moves Europe team, visual materials (pictures, videos, etc.) or project descriptions may be used by the Goethe-Institut, European Commission and Creative Europe Desks for communication purposes.

Information related to awarded Individual Mobility grants may be published on the European Commission website, upon consent.

Data protection

When you apply to this call, some of your personal data (such as name, address, CV, and any other personal data contained in the submitted information and documents) will be recorded and processed. Regarding requests for accessibility support, sensitive health data may additionally be recorded and processed. All your data will be processed according to Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and replacing Directive 95/46/EC (Data Protection Directive).

Unless indicated otherwise, any personal data requested to evaluate the application in accordance with the specifications of the call will be processed solely for that purpose by the Culture Moves Europe team and the external evaluators from the Culture Moves Europe Evaluators' Pool.



For more information

Check the **Frequently Asked Questions** (FAQ) section on the [website](#). Automatic translation of the website can be found on the top right corner of the page. Or join a [Question Time for Individual Mobility!](#) session. These are regularly organised online events where a member of our team presents the call and answers questions from future applicants.

You can find us on [social media platforms](#) and [sign up for the newsletter](#) to receive updates.

General email address: culturemoveseurope@goethe.de. Please note that due to the high number of requests, the team will only answer questions that are not specifically addressed on the FAQ or Call document.

If you have a Goethe-Application Portal account, you can send an email directly from [the Goethe-Application Portal](#).

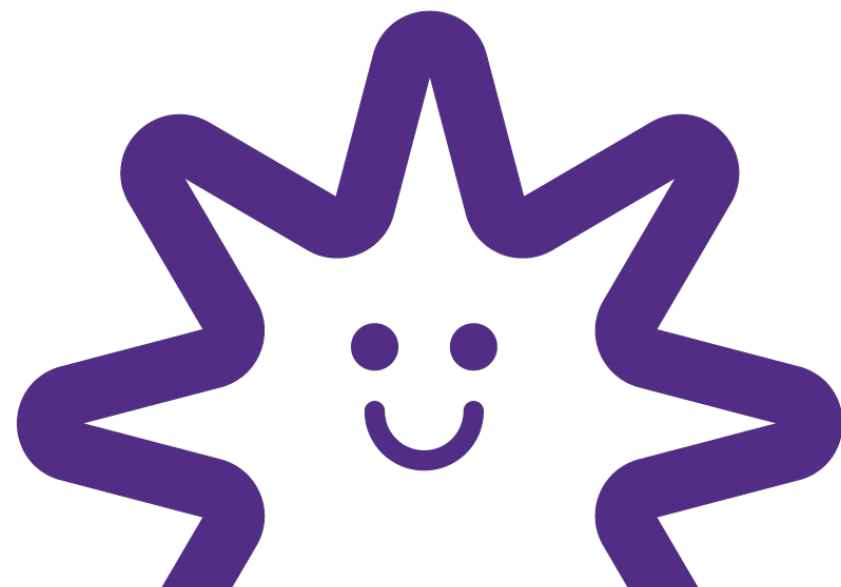
For more information on Culture Moves Europe in your own language, you can also contact the [Creative Europe Desk](#) in your country.

The photos introducing each section of the call were taken from a series of videos produced for Culture Moves Europe, which showcase the diversity of projects supported by Culture Moves Europe. Check out the [Voices](#) and [Objectives](#) playlists to watch them.

Accessibility

If you have questions related to the 'Accessibility Support', the accessibility of this document or the Goethe-Application Portal, please contact us at culturemoveseurope@goethe.de.

A member of the Culture Moves Europe team dedicated to accessibility will support you.





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