



# STEP Beyond Travel Grant

## HOW TO APPLY

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# INTRODUCTION

Grants are at the core of our work. The connecting power of culture is essential for creating open, inclusive and democratic societies - for 'building Europe'. We are looking for projects that have the potential to inspire people to transcend boundaries in this process.

Our grants programme stimulates transnational cultural collaboration, artistic expression and the mobility of artists and cultural actors. Our various grants schemes relate to different ECF focus areas and to specific regions of the European continent.

Europe goes beyond the European Union (EU), which is why our STEP Beyond Travel Grants support travel across the wider European Neighbourhood – between EU and non-EU countries.

ECF is committed to strengthening cultural ties between the present EU countries and the countries that are in the EU's immediate neighbourhood such as Moldova, Ukraine and Turkey. Also high on our agenda is support for people and projects in the following countries: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestinian Territories, Syria and Tunisia. We especially welcome applications for STEP Beyond Travel Grants from these regions.

All of our activities revolve around the three strategic guiding principles that are outlined on this page. Applications that tie in with these principles will receive a higher score in the assessment procedure.

## Our Guiding Principles

- i. **Empowerment of people through art and culture** – we want to support different communities in Europe and encourage the exchange and empowerment of underrepresented groups.
- ii. **Connecting sources of knowledge** – we think sharing and connecting knowledge is vital in creating an open Europe.
- iii. **Linking policy and practice** – we are interested in projects that help build this open Europe by contributing to cultural policy development locally, nationally, regionally and at European level.

# ELIGIBILITY CRITERIA

STEP Beyond stands for “Supporting Travel for European Projects”.

Our travel grants support individual artists and cultural workers travelling across borders in a wider European space, to explore, network and set up new collaborations. We also see our travel scheme as a tool for professional development, ranging from planning, fundraising and application to payment procedures.

Eligible travellers should present a well-prepared travel itinerary and have a clear plan of activities, with at least one committed partner or host in the destination country. Funded travel should represent a starting point for continued collaboration and the resulting projects should have some impact on the local/regional arts and culture scene and/or policy-making.

Applications must be in line with all the eligibility criteria. Please read these carefully, as proposals that do not meet the criteria will not be considered.

## WHO IS ELIGIBLE?

### Traveller's profile

- artist or cultural worker of any contemporary artistic or cultural discipline (individual or representing a cultural or artistic independent organisation)
- based in Europe or in its neighbourhood. Relevant countries are: Albania, Andorra, Algeria, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Egypt, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Jordan, Kosovo, Latvia, Lebanon, Libya, Liechtenstein, Lithuania, Luxembourg, Macedonia (FYROM), Malta, Moldova, Monaco, Montenegro, Morocco, The Netherlands, Norway, Palestinian Territories, Poland, Portugal, Romania, Russian Federation, San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Syria, Tunisia, Turkey, Ukraine and the United Kingdom.

- ECF prioritises support for up-and-coming artists and cultural professionals who have not yet had many opportunities to travel and are not yet established. Therefore individuals aged between 18 and 35 (and/or those in the first ten years of a professional career in their relevant field are more likely to be considered.
- Individuals fitting the profile above whose travels correspond with the following types of travel objectives are more likely to be supported:
  - attending a networking meeting, festival or conference for the first time to expand professional networks;
  - setting up new cross-border partnerships for upcoming projects (especially in preparation/development phase). Experimental cross-sectoral partnerships are particularly welcome;
  - engaging in the local arts and culture scene, followed by knowledge sharing with peers at local and/or international level;
  - in exceptional cases we will also support attendance to capacity development training (such as workshops, talent development programmes, etc.)

### In the case of group travel:

- we only allow a maximum of three individuals applying for the same event/project, with clearly justified and complementary roles for each person in the travel itinerary (each will be considered individually).
- The application has to be submitted by the traveller and not by the host organisation.

**Please note:** *The same individual may only receive one grant per year (12 months), and no more than two grants in total over a period of five years (counting from the date of their first STEP Beyond Travel Grant).*

### Partner or host at destination:

- independent or institutional organisation (excluding governmental bodies and universities) from the artistic, cultural or other sector if relevant.
- committed to acknowledging ECF's support (e.g. in case of any communication materials), if traveller's application is successful.

# ELIGIBLE TRAVEL DESTINATIONS

Our travel grants support cross-border movement of artists and cultural workers within a larger European space.

STEP Beyond's geographical scope only covers return directional travel (meaning: you need to return directly to the country you departed from, after you leave the visited country).

Eligible countries have been listed and outlined in a graph below that groups the countries into regions to show the travel routes that we fund and the amount of funding for that travel route.

EU/EFTA	
Austria, Andorra, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, The Netherlands, Norway, Poland, Portugal, Romania, San Marino, Slovakia, Slovenia, Spain, Sweden, Switzerland, and the United Kingdom.	
<i>(We do not fund travel between these countries)</i>	

EU Neighbourhood:	
<b>Western Balkans (WB):</b>	Albania, Bosnia and Herzegovina, Croatia, Kosovo, Macedonia (FYROM), Montenegro and Serbia.
<b>MUBR:</b>	Moldova, Ukraine, Belarus and Russian Federation
<b>South-Caucasus (SC):</b>	Armenia, Azerbaijan and Georgia
<b>Turkey:</b>	Turkey
<b>MED:</b>	Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, the Palestinian Territories, Syria, and Tunisia. <i>(We do not fund travel between these countries)</i>

## Travel routes and funding specification

Travel from/to →		EU/EFTA <sup>1</sup>	SC	Turkey	MED	MUBR	WB <sup>1</sup>
Travel from/to ↓	EU/EFTA <sup>1</sup>	N/A <sup>2</sup>	€ 700	€ 400	€ 400	€ 400	€ 400
	SC	€ 700	€ 250	€ 250	€ 700	€ 400	€ 400
	Turkey	€ 400	€ 250	N/A <sup>2</sup>	€ 700	€ 400	€ 400
	MED	€ 400	€ 700	€ 700	N/A <sup>2</sup>	€ 700	€ 700
	MUBR	€ 400	€ 400	€ 400	€ 700	€ 250	€ 400
	WB <sup>1</sup>	€ 400	€ 400	€ 400	€ 700	€ 400	€ 250

<sup>1</sup> Please note that given the geographic proximity and cheap connections, travels from Slovenia to the WB countries and the other way around (from the WB countries to Slovenia) will be awarded with € 250 (not € 400).

<sup>2</sup> All destinations marked N/A are not eligible for the funding through the Step Beyond Travel Grant scheme.

**Please note:** The grant amounts are not negotiable. STEP Beyond Travel Grants are only meant for contributing towards international travel ticket expenses (low-cost travel options). If your travel is more expensive than the grant allowed, we encourage you to look for additional support elsewhere (see suggested links under sub-heading "What We Don't Fund").

### Consider the environment

*In a time of ever greater environmental pollution, we particularly encourage people to travel over land (e.g. by train, which is widely accepted as the least polluting means of mass transportation) and on location to use public transport.*

# PROCEDURE AND TIME FRAME

Only complete, English-written applications will be considered:

- a) Please create a personal account on ECF Labs and fill in the online application form and the budget template.
- b) Upload a CV or biography (max 1 page).
- c) Upload a digital copy of the invitation letter(s) in English, signed by the host organisation and including:
  - full name and address of host organisation (and name of the contact person);
  - name and address of the traveller;
  - acknowledgement of the cooperation under development;
  - a version of the work plan, agreed upon by the contact person;
  - an indication of which costs will be covered by the host organisation
- d) Submit your application

## IMPORTANT:

- The travel should only start after we have made our funding decision. Therefore we can only process applications if they reach us one month before the departure date.
- The payment of the travel grant will be carried out after the travel took place.

# WHAT WE DON'T FUND

## We don't fund the activities listed on this page.

Please read these carefully, as no exceptions will be made. If your travel is not eligible, we recommend you search for alternative funding at [www.on-the-move.org](http://www.on-the-move.org), or in the 'Funding' section at [www.labforculture.org](http://www.labforculture.org).

For travel within the Mediterranean region, check the Fund Roberto Cimetta at [www.cimettafund.org](http://www.cimettafund.org). For travel within African countries, check Art Moves Africa at [www.artmovesafrica.org](http://www.artmovesafrica.org).

## Type of travel we don't fund

- Applications in which the traveller and/or host organisation represents student bodies, commercial organisations, state institutions (such as governmental bodies and universities), amateur organisations, or organisations focusing primarily on education, therapy, religion or cultural heritage.
- Travel without at least one committed host organisation.
- Travel that is part of an organisation's own regular activities.
- Travel within the EU/EFTA countries or within the South and East Mediterranean (more information about eligible destination on page 4).
- Travel to/from countries not listed in these guidelines.
- Travel that started or took place before our funding decision.

## Activities we don't fund

- Activities that focus only on the academic sector or represent traditional approaches to research and education (e.g. school/university exchanges, scholarships, research or education programmes firmly located within a traditional institution).
- Institutional approaches to arts education or art therapy.
- Folkloric events and projects that focus on presenting or conserving ethnic, national or European heritage.
- Tourism related activities.
- Artists exchange without a clear objective or plan for the end result of the exchange.
- Awards, auditions and competitions.
- Summer camps, summer schools and student exchanges.
- Attendance to arts residence programmes that are not in line with these guidelines or do not have a clear impact on the surroundings.

## HOW WE ASSESS APPLICATIONS

After being submitted, eligible applications are evaluated by the STEP Beyond Travel Grant team. After this assessment ECF decides which proposals it will support.

Both awarded and rejected applicants are notified by email around one month after the application submission date.

Please bear this in mind when applying, so you are still able to make all preparations for your travel (visa, etc.). All decisions are final. Please make sure you advise us of any change in your email address.

## WANT TO APPLY?

Go to the travel grant online application on [http://www.ecflabs.org/step-beyond-apply?gids\[\]=4707](http://www.ecflabs.org/step-beyond-apply?gids[]=4707)