EU PROJECT DEVELOPMENT JARGON BUSTER
FOR SOUTH EAST ENGLAND MUSEUMS

'Developed for the South East Museum Development Programme

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A

- **APPLICANTS:** participating organisation submits the grant application form. The applicant could sometimes be individuals (ex: Erasmus + programme) but in most cases are legal entities involved in the project.

- **APPLICATION FORM:** This is the form you will have to fill in with your EU partners. This document includes a description of the partners, the project, the timeline, activities and budget. The Lead partner has the responsibility to submit the application form to the relevant EU programme on behalf of the other partners before the end of the call or proposal deadline.

- **ASSOCIATED PARTNERS:** Project partners associated to the project without receiving direct financial contribution but are supporting the project. They are differentiated from the official project partners.

B

- **BENEFICIARIES:** is one of the organisations identified as being part of the partnership in the project application. Other organisations also called associated partners and do not appear in the application cannot receive funding – unless they have been contracted as an external supplier in line with the applicable procurement rules. Every partnership is managed by a Lead Beneficiary. This one, also called Lead Partner, is responsible for the coordination and management of the project, receives the grant, reports directly to the relevant EU programme authorities and dispatch of the EU funds.(Ref Lead Partner).

C

- **CALL FOR PROPOSALS**: is a funding round with a specific deadline and criteria to apply for EU funding within a specific EU programme. You are called to apply for EU funding to support your project delivery responding to the EU programme's criteria and can start completing your application.

- **CHECKLIST:** Most of the EU programmes provide a checklist describing the documents and information the project's applicants will have to submit with their application form. It is worth looking at it before your project submission to ensure that your application will be eligible.

- **CO-FINANCING RATE:** this is the maximum percentage rate of funding an EU programme is applying to support your project budget. This rate varied between the EU programmes and you will have to check in the programme guidelines. (Ref. Match-funding section definition).

4 ©

- **CREATIVE EUROPE** is the European Commission's programme which supports the cultural, creative and audio-visual sectors. From 2014-2020, €1.46 billion is available to support European projects with the potential to travel, to reach new audiences and to encourage skill sharing and development. http://www.creativeeuropeuk.eu/
Creative Europe UK Desk video:
https://www.youtube.com/watch?v=E2dXf_mP1P8

D

- **DEADLINE:** is the end date by which the applicants will have to submit their application form to the EU grant programme they are applying for.

E

- **EARDF:** European Agricultural Rural Development Fund supports projects in rural areas. You could, for example, find calls for proposals by looking at your local LEP and ESIF strategy (check definition for LEP and ESIF).

- **ECAS:** European Commission's User Authentication Service. You will have to register your organisation with ECAS in order to submit your EU project application. You will have to register your organisation only once and use the same credentials for each project application you would like to submit.

- **ELIGIBLE COUNTRY:** is the geographic area where you can develop your project and choose your partner from. You will need to have a look at the guidelines of the EU programme you have chosen to make sure your selected partners are in the programme's eligible area and meet the required minimum number.

- **ELIGIBLE RULES:** The eligible criteria are described in the EU programme guidelines and will inform applicants on the activities and the costs supported by the funding as well as the eligibility rules of the EU programme.

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Erasmus+ programme aims to boost skills and employability as well as modernise education, training, and youth work across Europe. It has a budget of approximately 14.7 billion euros across Europe and will, over the next seven years, provide opportunities for over 4 million Europeans to study, train, gain work experience and volunteer abroad and will also support transnational partnerships between education, training and youth organisations, as well as support grassroots sport projects.
https://www.erasmusplus.org.uk/about-erasmusplus

The impact and success stories the Erasmus+ programme UK National Agency's the video:
https://www.youtube.com/watch?v=lY47I6OZSXY&index=13&list=PLtSns03SQVJA0eYEYoahmjB3FvmEg4XCP

- **ERDF:** European Regional Development Fund. An EU fund which is intended to help reduce imbalances between regions in Europe. This fund supports for example INTERREG Programmes and ESIF strategies in the UK.

- **ESF:** European Social Fund.

- **ESIF:** European Structural and Investment Fund (check your Local LEP for the ESIF Strategy).

- **EUROPE FOR CITIZEN PROGRAMME:**

  The aims of this programme are:
  - To contribute to citizens' understanding of the EU, its history and diversity
  - To foster European citizenship and to improve conditions for civic and democratic participation at EU level.

  Calls of proposals are open for:
  Strand 1. European remembrance
  Strand 2. Democratic engagement and civic participation:

  For more information: https://eacea.ec.europa.eu/europe-for-citizens_en#2016

- **EVALUATION CRITERIA:** This are the key elements applied by the EU programme you are applying for, to evaluate your project. You should refer to the EU programme guidelines and make sure that your project is responding to those key criteria.

  F

  • **FACILITATOR:** acts as the lead contact point for project beneficiaries on all issues relating to the EU Programme and will provide expert advice on the Operational Programme and the objectives and targets that projects within the programme should deliver against. (E.g. INTERREG VA Channel Programme has facilitators in each eligible areas of the programme across England and France: https://interreg5a-fce.eu/en/programme/find-your-contact/).

- **HORIZON 2020:** is an EU programme supporting research and development projects.
  General overview of Horizon 2020 video:
  https://www.youtube.com/watch?v=CimJI88c4fE&list=PLzhMIP5uCqh6PNqel DgEscvY-tOWY_xPq

INTERREG: is an EU Territorial Cooperation with 3 strands: cross-border, transnational and interregional.
Presentation of INTERREG programme video:
https://www.youtube.com/watch?v=nwVw1pFMBWE&index=17&list=PLtSns0 3SQVJA0eYEYoahmjB3FvmEg4XCP

Example: INTERREG VA Channel Programme.
If you are interested in EU funding for natural and cultural heritage (priority 3.1) or social innovation (priority 1.2) projects between North of France and South of England this is a programme you may want to apply for.
For more information: https://interreg5a-fce.eu/

- **IN-KIND CONTRIBUTION:** are contributions in the form of provision of works, goods, services, land and real estate for which no cash payment supported by invoices or quotes has been made. (e.g. letting a space for meetings, volunteers…). Most of EU programmes do not support these costs so it is important to double check in the programme guidance.

- **JTS:** Joint Technical Secretariat is responsible for the day-to-day management of the programme. (e.g. JTS INTERREG VA Channel programme based in Norfolk City Council).

L

- **LEAD PARTNER:** also called 'Lead Applicant' or 'Project Coordinator', represents the partnership/consortium of the project. The Lead Partner will have the responsibility for submitting the project application, reporting to the EU programme Managing Authority and will be in charge of making sure the project is delivered in line with the initial application. (Ref. to beneficiary).

- **LEGAL ENTITY:** As part of the application process, your organisation will have to submit their legal status. A legal entity has legal standing separate from the individuals associated with it. It and so can, for example, enter into contracts. Examples include associations, corporations and trusts.
  For more information:
  http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal-entities_en.cfm

- **LEGAL PERSON OR NATURAL PERSON:** A legal person has legal rights and is subject to legal obligations, and can be an individual or an enterprise. Whereas a natural person has legal status as an individual. (Ref. Legal entity).

- **LEP:** Local Economic Partnership. 29 LEPs have been created in UK as geographic regional areas supporting the implementation of ESIF regional Strategy. (For example: Solent and M3 LEPs for South East England).(Ref. ESIF).

M

- **MANAGING AUTHORITY:** is in charge of managing and implementing the Operational Programme including the Programme priorities. It acts as the interface between the European Commission and the participating member states and regions, and ensures compliance of the programme with Community regulations and policies. (Ex: INTERREG VA Channel programme Managing Authority is Norfolk City Council).

- **MATCH-FUNDING:** is the amount required from the organisation participating in the EU project. This is the principle that implies that the project's costs supported by the EU must be supported by additional internal (e.g. overheads, in kind…) or external contributions (e.g. donations, national or regional grant, crowdfunding…). Please note that the match-funding cannot be EU funding. Check your chosen programme's guidelines for details of match funding applicability. (Ref. Co-Funding).

- **MOBILITY :** is an exchange movement between one EU country and another involved within the project. This could be for example a movement of artists and professionals, or the transnational circulation of cultural and creative works.

<mark>N</mark>

- **NATIONAL AGENCIES:** are national or regional organisations appointed by each EU Programme in specific EU countries (depending on the geographic area covered by the EU programme). They are responsible to implement the Programme at national level and to act as the link between the European Commission and participating organisations at national, regional and local level. (E.g. UK National Agency Erasmus +, UK Creative Europe Desk…)

<mark>P</mark>

- **PARTNERSHIP AGREEMENT:** A document signed by all the partners involved in the project, defining their role and responsibilities during the project delivery.

- **PIC:** The Participant Identification Code (PIC) is a unique identifier and is necessary for the submission of applications, enables the organisation/group to fill-in the Erasmus+ electronic application forms in a simpler manner (i.e. by inserting the PIC number in the form, all the information provided by the organisation/group at registration stage will be automatically displayed in the form). (Ref to ECAS definition).

- **PRIVATE BODY:** A legal person mainly governed by public law in particular looking at establishment, composition and audit. (E.g. businesses, partnerships or individuals undertaking commercial activity). (Ref. Legal entity).

- **PUBLIC BODY:** is a Legal Entity established as such by national laws and international organisations. Typically an organisation that delivers a public service at arm's length from Government but is mainly funded by Government. Examples include executive agencies. (Ref. Legal entity).

S

- **STAKEHOLDERS:** those are indirect participants who will be part of the project's activities (e.g. young people, migrants, artists…).

- **SUPPORTING DOCUMENTS:** Official documents to be provided by participants as justification of their declared administrative, financial or legal data.

The information in this Jargon buster is for general guidance and is not legal advice. If you need more details on legal definitions or your legal rights or obligations, please contact an adviser from your preferred EU programme or a solicitor with relevant expertise.