



## **‘STEP *beyond*’ Mobility Fund**

With each Eastward enlargement, the European Union acquires new borders and therefore new neighbouring states. The ECF wishes to strengthen cultural ties between those European countries that are not currently members of the EU and the present EU countries through supporting individual mobility in the setting-up phase of cultural and artistic initiatives.

Artists and others active in the cultural sector need to meet their international peers, exchange views, cooperate, influence and learn from each other. Cross-border travel allows creative and inspiring modes of expression through collaboration and communication with other cultures. It is the life-blood of cultural cooperation. The experience and insight gained through STEP-funded travel helps careers develop and sets individuals farther along the road to creativity.

S.T.E.P. (Supporting Travel for European Projects) *beyond* was launched in February 2003. STEP *beyond* offers grants to people (individuals or those representing an organisation) whose travel would contribute to these goals, in accordance with the conditions as explained in our guidelines.

### **Key directions – What ECF is interested in**

STEP *beyond* supports travels related to cooperation, which should:

- a. Stimulate travel between the countries of the enlarged European Union and non-EU European countries.
- b. Support individuals in the DEVELOPMENTAL phase of new cross-border projects in the field of culture and the arts.
- c. Allow the individuals and cultural partners involved to initiate real cooperation and possibly enter a long-term PARTNERSHIP.
- d. Give preference to exploration eastwards in order to emphasize that Europe continues beyond the eastern borders of the European Union.

ECF has created a targeted call for proposals related to its focus on **Experiencing diversity and the Power of Culture** for the period 2006-2010. You can read more about ECF's focus on Diversity in Europe at [www.eurocult.org/we-focus-on](http://www.eurocult.org/we-focus-on).

**ECF will therefore give priority to travels which are related to this focus, but will indeed continue supporting other projects related to COOPERATION.**

## **THIS DOCUMENT CONTAINS:**

- **STEP beyond Guidelines and Application procedure**
- **Examples**
- **Rhiz.eu instructions**

## **STEP beyond Guidelines and Application procedure**

These guidelines offer you a general overview about what the STEP *beyond* mobility fund is all about and provides you with answers to the basic “Who, What, Where, When, Why and How”. For specific questions please go to the Frequently Asked Questions (FAQs) section at the end of this document.

As of January 2009 the application and grant giving procedure have changed:

- Applications must be submitted via our website [www.eurocult.org/mobility](http://www.eurocult.org/mobility) (not by e-mail).
- Former STEP grantees who have already been awarded twice will now be able to apply again after a period of 5 years (counting from the date of their second STEP award).

### **Who can apply**

- **Artists**
- **Cultural operators**
- **Cultural activists** in travels related to a human-rights-related artistic or cultural activity
- **Arts journalism**, including arts-related writings such as essays and critiques, and cultural translations
- **Cultural researchers** in the field of art science (fine art, theatre, film, etc.) and in cases when the research is part of preparation towards an artistic or cultural project.

**PLEASE NOTE:** The same individual may receive an award no more than twice over a period of 5 years (counting from the date of their second STEP award), and only one award per year.

### **What is eligible**

#### **1) TYPES OF TRAVEL**

Our mobility fund STEP *beyond* stimulates and supports cross-cultural creative projects. We want to motivate young artists and cultural practitioners to explore, experience, gain inspiration and influence others within their own networks to generate creative connections through:

### **a. Cooperation/collaboration travel**

*Collaborating, exploring and exchanging views and ideas:*

The travel should aim at preparing a collaborative cultural or artistic project with a cross-border partner.

### **b. Networking travel**

*Networking and exploring unknown grounds and discovering different ways of working (in line with the ECF's special focus on European trans-national networks):*

The reason for travelling should be to visit (for the first time) a European cultural network meeting, relevant to the applicant's profession.

All travels should be based on an invitation letter (in English) from the cultural Non-Governmental Organisation (NGO), partner or network meeting organizer. This invitation letter must always be provided with the application to STEP *beyond*.

Travels would entail a degree of exploration as well. Exploration would apply to specific parts of the cultural sector relevant to the applicant's professional development; it could also lead to the sharing of their acquired knowledge upon returning.

## **2) WHERE CAN YOU TRAVEL TO AND FROM**

Our mobility scheme supports cross-border movement of artists and cultural workers to experience diversity and cross-cultural cooperation within a larger Europe. Since July 2005, in collaboration with the Arts and Culture Network Program of the Open Society Institute, STEP *beyond* extends also to the countries of the South Caucasus, i.e. Georgia, Armenia and Azerbaijan, and since January 2007 to Turkey as well.

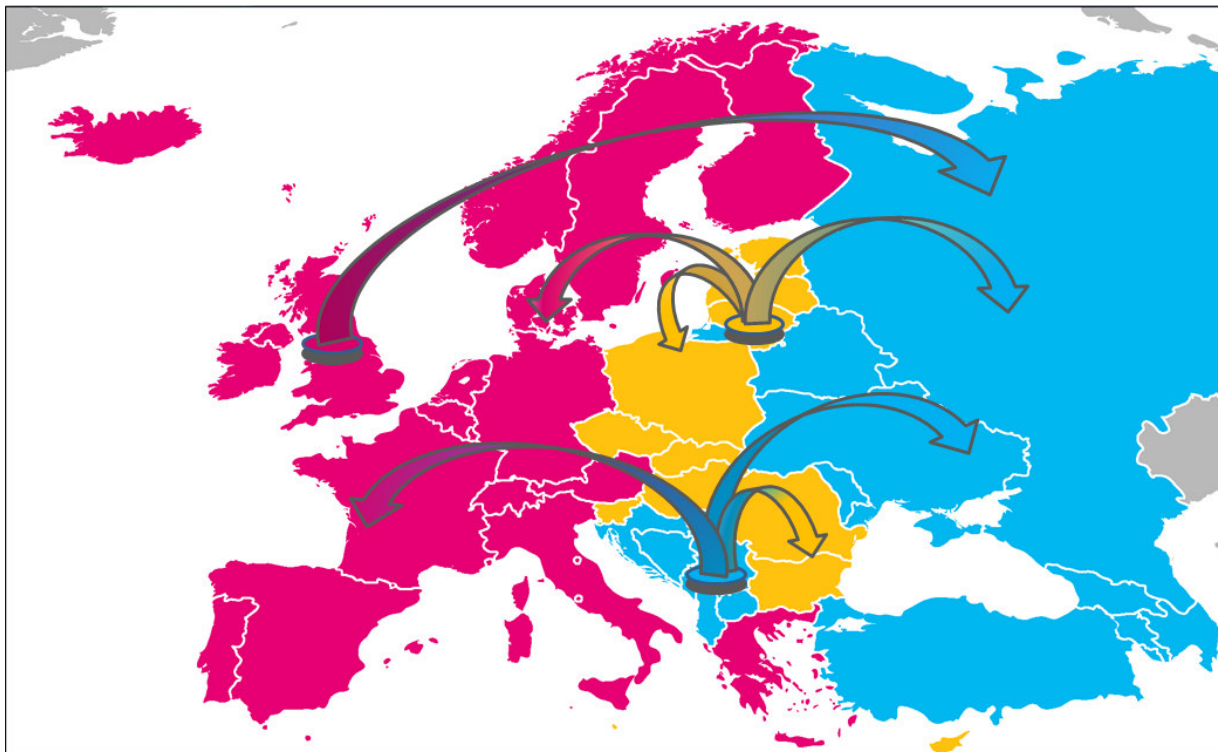
In order to facilitate the functioning of the fund as well as to reach its aims, we have divided the larger pan-European area into different areas. We work with the following groups of countries:

**Group A (The countries that are not currently members of the EU):** Albania, Belarus, Bosnia and Herzegovina, Croatia, Kosovo, Macedonia, Moldova, Montenegro, Russia, Serbia, Turkey, Ukraine and the countries of the South Caucasus: Armenia, Azerbaijan and Georgia.

**Group B (The countries that joined the EU since 2004):** Bulgaria, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, and Slovenia.

**Group C (The countries within the EU before 2004 – including: Iceland, Norway and Switzerland):** Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Luxembourg, The Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, and the United Kingdom.

The STEP *beyond* Fund will consider applications which correspond with one of the following travel itineraries:



Map by Sofia Felix, derived from "BlankMap-Europe.png" by Jlanderson, offered for public use at <http://commons.wikimedia.org/wiki/Image:BlankMap-Europe2.png>

Eligible travel itinerary legend

FROM:	TO: Group A	Group B	Group C
Group A	Yes	Yes	Yes
Group B	Yes	Yes	Yes
Group C	Yes	No	No

### 3) WHICH COSTS STEP *beyond* COVERS \*

- **Travel costs (cheap flights** or other means of **budget travel** from the country of residence to the country of destination)
- **Visa costs** (excluding insurance fees)
- Per diems: It is an asset if the host organisation could support the accommodation costs. **In certain cases however, per diems** (a daily allowance for small costs such as accommodation, food, etc.) **can be allowed for a limited number of days.** The amount of the allowance will be calculated according to the average costs of accommodation in the destination country.

\* **What is not covered:** seminar/conference fees, other costs related to the production or staging of your initiative (example: transportation costs for materials), extra luggage or insurance fees (limited list only! If you have any questions as to a specific expense, please ask us in advance).

### What is not eligible

- Passive participation in festivals and conferences with no clearly justified networking purpose
- Attendance to summer schools, training sessions, student or university exchanges
- The showcasing of work or the staging of productions (concerts, exhibitions, etc)
- Government officials
- Travel within Western Europe
- Travel to/from other continents other than Europe

## How to apply

You must apply via our website [www.eurocult.org/mobility/apply-step-beyond](http://www.eurocult.org/mobility/apply-step-beyond) **NO LATER THAN EIGHT WEEKS before the intended travel date (this is the deadline for applications).**

1. Read the **guidelines** for STEP *beyond* to check if your project is eligible.
2. Open questions? We invite you to read our list of **Frequently Asked Questions (FAQs)** online.
3. Go to [www.rhiz.eu](http://www.rhiz.eu) and create a **personal profile** (this is *strongly* recommended for applicants and is required for all STEP grantees) and provide there your CV/biography. Also create a **project page** with your initiative's description, including photos and videos if possible, and connect all actors and partners involved in your project.
4. Go to [www.eurocult.org/mobility/apply-step-beyond](http://www.eurocult.org/mobility/apply-step-beyond), download and fill out the **application form** in English. Include a copy of the **invitation letter** from the contact organisation **for each travelling individual** by copying it into the application form.
5. Fill in the **online** registration form completely.
6. In case of a **group application**: please insert the information for each individual applicant (max 3) and specify the role of each applicant.
7. Submit your application **online** by uploading the application form and clicking 'Send' at the end. If you are unable to apply via the website, please contact us by email at [stepbeyond@eurocult.org](mailto:stepbeyond@eurocult.org).

The ECF will award or reject the application on the basis of a **fully** completed application form in English, including a letter(s) of invitation<sup>1</sup> from the host NGO or individual, biography/CV of the applicant(s) preferably on a Rhiz.eu personal profile, and any other relevant information.

### Group application

In case several people from the same group or organisation wish to apply, please indicate this on the application form and provide the contact details and CV/biography of each person. Use only ONE application form when applying as a group.

Please note that due to budgetary constraints, we can only support a limited number of applicants from the same group. When sending in a group application, you **are required to indicate for each individual his/her role in the project**. We advise groups to make an **internal selection** before applying to the STEP *beyond* mobility fund.

### Alternative funding

Other funding opportunities are also accessible via the ECF-sponsored mobility portal 'On The Move'. Please see [www.on-the-move.org](http://www.on-the-move.org)

### Our contact

For further information please contact the STEP *beyond* team:

Ms Josephine Hartmann [stepbeyond@eurocult.org](mailto:stepbeyond@eurocult.org) and Ms Sofia Félix [sfelix@eurocult.org](mailto:sfelix@eurocult.org)

For more up to date information on the ECF focus and activities (including examples of travels) please make sure to also read our website at <http://www.eurocult.org/we-support-cultural-cooperation/programmes/mobility> or go to [www.eurocult.org](http://www.eurocult.org) > Support > Programmes > STEP beyond

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<sup>1</sup> An invitation letter should be in English and include:

- Full name and address of host organisation
- Name of the contact person within the organisation
- Name and address of the individual cooperating with the organisation
- Acknowledgment of the cooperation under development
- A version of the work plan, signed/agreed upon by the contact person

# Examples

## Cooperation travels

*Examples:*

- 1) A Georgian cultural manager visits a Ukrainian composers association to discuss and explore possibilities for their involvement in a proposed cultural project.
- 2) A photographer from Turkey visits a Polish organisation to explore and also prepare the ground for a common exhibition and publication.
- 3) A French cultural journalist travelling for a three-day visit to Moldova in order to get acquainted with and report on the state of the Moldavian cultural scene via collaboration with local journalists and media houses.

## Networking travels

*Examples:*

- 1) A Russian artist travels to Spain to attend for the first time a network meeting relevant to his or her professional development and explores possibilities for potential synergies with participants of the meeting.
- 2) A Lithuanian cultural operator makes an initial visit to a network meeting in Bulgaria to explore possibilities for establishing professional international contacts for a concrete project proposal.

Discover new friends

Tell your stories

Share your art


Play with culture

[www.rhiz.eu](http://www.rhiz.eu)

## Rhiz.eu instructions

All STEP *beyond* applicants are requested to create their complete personal profiles on [www.rhiz.eu](http://www.rhiz.eu). We also ask you to create a project page with information about your project/travel. Applicants who are awarded with a STEP travel grant will be required to register and publish on Rhiz.eu information on their project/initiative as well as a story page about their travel impressions upon their return.


### HOW TO REGISTER / CREATE YOUR PERSONAL PROFILE

1. Click "Join now" at the top of the screen and fill in the required info. Confirm by clicking the button "Join Now" at the bottom.
2. At the pink page, which will be your personal profile, write your name and present yourself, what you do and what you like. Add your contact details (you can choose who can see them) or you can also use the address and telephone of your organisation if you prefer.
3. Add one or more photos by clicking the small camera icon .
4. To the right, select some keywords that you like or that define your interests.
5. When you're done, click "Save this page".

*Please note: when you register, our system automatically sends a confirmation to your e-mail address so that you can activate your Rhiz.eu account. If you do not activate your account, you will not be able to log in the next time you visit the website – if you don't receive this e-mail, go to our Rhiz.eu HELP! page (link below) to know what to do.*

### HOW TO CREATE YOUR PROJECT PAGE

First you need to have a personal profile (see above). You also need to be logged in on Rhiz.eu.

1. In the grey bar at the top of the screen, click "+ New Contribution" and then select "+ New Project".
2. At the green page, write the title of your project/travel and a description of the concept/aims and content. Add one or more images by clicking the small camera icon .
3. In the grey bar at the top of the screen, add info on location (city) of the project, organizers, partners and actors; to the right, select some keywords that relate to your project.

More Rhiz.eu step-by-step instructions at <http://www.rhiz.eu/article-1288-en.html>