



European Cultural
Foundation

Guidelines

STEP travel grants

A T L A N T I C

● C E A N



steptravelgrants.eu

Eligibility criteria

1. Applications are considered only by cultural practitioners who:
 - are based/active in one of the following countries:
Albania, Andorra, Algeria, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Egypt, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Jordan, Kosovo, Latvia, Lebanon, Libya, Liechtenstein, Lithuania, Luxembourg, North Macedonia), Malta, Moldova, Monaco, Montenegro, Morocco, The Netherlands, Norway, Palestinian Territories, Poland, Portugal, Romania, Russia, San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Syria, Tunisia, Turkey, Ukraine and the United Kingdom
 - are at least 18 years old at the time of travel
 - have had no/few professional travel opportunities
 - are travelling to the destination country professionally for the first time
 - are collaborating with the partner organisation for the first time
 - are not currently in any other contractual agreement with ECF.
2. The applicant should have (at least) one **committed partner organisation** in the destination country that:
 - is from the independent cultural, or social sector (but working with culture)
 - is committed to engaging in reciprocal knowledge exchange and equal partnership with the applicant
 - will acknowledge the STEP support in any communication material deriving from the travel.
3. **NB! The same partner organisation** can only host up to four STEP grantees per calendar year. A maximum of two individuals can be awarded for the same initiative, with individually written and submitted personal applications for each traveller and clearly justified and complementary roles for each person in the travel itinerary. Each application will be considered individually.
Each applicant should check with their partner whether they have hosted STEP grantees already.
4. Applicants can represent an organisation, if it is a **not-for-profit professional organisation**. Commercial enterprises, student, volunteer or amateur associations are not eligible for STEP support. The same applies for partner organisations in order for them to be eligible STEP partners.
5. The deadline for submitting the application is a **minimum of 50 days prior to the departure date**.
6. Only fully completed applications will be taken into consideration for further assessment.
7. The same individual can only be awarded once for a STEP travel grant.
8. The following are excluded from funding under the STEP programme:
 - art therapy
 - lobby activities
 - commercial activities
 - internships and volunteer work
 - pilgrimages and religious missions
 - trainings for professional development
 - primarily educational/academic projects or research

- summer camps, summer schools and student exchanges
- travels for tourism and personal development purposes
- jury memberships, award ceremonies, competitions or auditions
- travels that are a part of the traveller's organisation's regular activities
- festival and conference attendances that are not in line with our eligibility criteria and priorities
- folkloric events and initiatives that focus on presenting or conserving ethnic, national or any cultural heritage
- performing and promotion tours, recording sessions and residencies with only facilities provided (limited collaboration).

Assessment

The ECF STEP team evaluates applications based on the following criteria

- eligibility
- completeness of application
- a well-prepared travel itinerary with a clear activity plan
- the following priorities:
 - a positive impact on the partner's and/or the applicant's community
 - addressing and inclusion of un(der)represented groups in society
 - participatory and interactive processes and/or outcomes
 - clear potential for long-term engagement or collaboration with the partner organisation or their community
 - originality of the partnership, content and/or methodology
 - addressing fragmentation and building solidarity in our geographical area
- reflection of one or several thematic interest(s) in:
 - the Commons
 - public space
 - 'free culture'
 - co-creation process
 - direct civil engagement
 - social innovation
 - social inclusion
 - migration
 - diversity
 - (environmental) sustainability



Final decision

The STEP team aims to communicate the final decision over an application within 4 weeks upon submission date.



Funding specification

We fund round trips within Europe and to/from its neighbouring countries. All travel directions are eligible, except for travels between Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, the Palestinian Territories, Syria and Tunisia.

Grant Sums

Kilometres per one way*	Travel by train/coach (EUR)**	Travel by airplane (EUR)
100 – 700	250	No funding
701 - 1,500	500	300
> 1,500	700	500

***The amount of the grant sum is based on the calculation of the journey for one direction.** The awarded grant, however, is meant to cover the full round trip (both ways).

**For environmental reasons, we particularly encourage applicants to travel over land, e. g. by train, which is widely accepted as the least polluting means of mass transportation and domestic public transport. Due to a costly administrative procedure, car-travels are not prioritised.

The payment of the travel grant will be made by ECF within –4-5 weeks, once all requested travel documents) and a travel story have been submitted by the grantee. Grants are only issued upon completion of the travel and the provision of required travel documents.

Conditions

Travel distance

The minimum distance travelled must be 100 km by the straightest route (as calculated already automatically in the application form). Travels between 100 and 700 km must happen by train/coach, unless not possible due to political/infrastructural reasons. We only support the main transportation method as chosen in the application, combination travels (e.g. train for departure, airplane travel to return) are therefore not eligible.

Travel amount

The grant amounts are not negotiable. STEP Travel Grants are only meant as a contribution towards international travel ticket expenses (and visas, if applicable). If your travel expenses exceed the grant allowed, we encourage you to look for additional support elsewhere.

Travel validation

In case of successful award your STEP grant is valid for 4 months' time, counting from the date that your award letter will be issued.



Procedure

Only complete applications written in English by the person travelling will be considered. Applications should include the following:

- a completed application form
- a completed budget
- a personal CV, including travel history (max. 2 pages)
- a digital copy of the invitation letter(s) in English, personally addressed to the traveller, including:
 - full name, address and official logo of the partner organisation
 - a signature by the representing contact person
 - name and address of the traveller
 - acknowledgement of the collaboration
 - an activity plan for the applicant's visit
 - an indication if any costs will be covered by the partner organisation (cash or in-kind)
 - acknowledgement of the STEP travel grants support in any communication material deriving from the visit.

Want to apply?

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