



FREQUENTLY ASKED QUESTIONS

STEP travel grants

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1. Applicant profile

What is the age limit?

The applicant must be at least 18 years old at the time of travel. There is no upper age limit, but we prioritise applicants in the beginning of their professional career and who have not yet had many opportunities to travel.

Can I apply with another person or as a group?

The maximum amount of people we can grant for the same initiative is two. A maximum of four people cooperating with the same partner organisation can be granted per calendar year. Each application must be individually written and submitted. Each person travelling for the same initiative should have justified the executing role for the initiative they are travelling for. All applications are considered on an individual basis.

Can I apply on behalf of somebody else?

No. You cannot submit an application on behalf of another person or for a group. Artists' agents or representatives of the partner organisations should not apply on behalf of the travelling applicant.

We only consider individual, personally submitted applications.

Do I have to be a citizen of the country I am travelling from?

No, but you do have to live/work (=have a permanent address) there.

If I'm living abroad, can I travel to my home country?

No, if you have lived in the respective country for a long time or spent time there professionally. STEP prioritizes first-time visits.

If you have a passport/nationality of a certain country but have not lived, studied, worked or travelled extensively in that country, you are welcome to apply.

Am I eligible to use different types of transportation methods?

The STEP grant is intended to cover international transportation costs, based on the calculation for one travel distance and the type of transportation you chose to travel with. The type of transportation that you indicate in your application should be used for both distances for the main international travel route.



A combination of transportation methods as train transportation for the departing route and airplane transportation for the returning route are therefore not eligible.

I am in a contractual agreement with ECF at the moment. Can I apply?

If you are currently a direct beneficiary of any ECF grant (Idea Camp, Research and Development Grants, Tandem, etc.), you are not eligible to apply for STEP. After your contractual partnership with ECF has ended and you have not been granted by STEP before, you are welcome to submit an application.

I received a STEP Beyond grant in the past. Can I apply?

Yes. STEP Beyond was the previous ECF mobility grant scheme that ended in late 2016. It had different guidelines and selection criteria. Therefore, former STEP Beyond grantees are welcome to apply for STEP. Please note, that you can only be awarded the (new) STEP grant once. **If you received a STEP travel grant in 2017 or later, you can no longer apply.**

2. Application process

I am experiencing technical difficulties when submitting/filling out my application, what is wrong?

1. Make sure to hit the **'upload-button'** and not only choosing your **attachments** from your system
2. In case of copy-paste of your application text from word, please paste to notepad/editor before pasting on the website.
3. Try to use **different browsers, e.g. google chrome**. There have been reported problems when using google Firefox and safari.
4. Please double-check if you have filled all necessary fields in the application form, e.g. *'email-address confirmed'*.

When is the deadline?

We accept applications on a rolling basis. The application must be submitted at least 50 days prior to the departure date in order to be considered eligible.

When should my travel take place?

You can apply only for travels that are finalized within 6 months after the application date.



Should I communicate any date changes that differ from the initially applied time period?

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. The indication of your intended travel period that you apply with serves as a guiding principle for the assessment of your overall project outline. Date changes, therefore, do not have to be communicated to us, as long as you travel within the respective 4 month time period that your STEP grant will be valid for.

When can I count on my Award letter in case of a successful award?

Award letters are issued approximately 5-6 weeks after the application was submitted.

I do not feel safe submitting a public application for political reasons. What can I do?

Please contact the STEP team at info@steptravelgrants.eu.

Where can I travel to?

You can apply for travels between two of the eligible countries (find the full list in the [Guidelines](#) on our [website](#)): except of travels between two or more of the following countries: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, the Palestinian Territories, Syria and Tunisia.

What kind of projects have been granted in the past?

You can view current applications on [our website](#), read reports from finished projects at our [Travel Stories Lab](#). Occasionally, our STEP grantees post pictures from their travels as a part of [ECF's Instagram takeover](#), or from their own account under the hashtag #steptravelgrants.

When will I receive a notification about your decision?

We aim to give the answer within approximately one month. However, during busy periods, the assessment time may take slightly longer. In order to leave enough time to take care of all your travel-related matters, we encourage you to submit your application as early during your preparation phase as possible.



How often can I apply?

The same individual can only be awarded once for a STEP travel grants. Should you have submitted more than one application within a short time period, we will only consider the first one. If your application to us has not been successful, you are welcome to apply again.

What does the grant cover? Which grant sum can I expect?

The STEP grant is intended for covering international transportation costs only. **Accommodation and per diem costs are excluded from the grant sum**, please search for extra funding to cover other expenses.

The amount of the STEP grant is based on the calculation on your one-way travelled distance by **straightest route**. Train and bus travel are supported by higher sums, and travels below 100 km are excluded from support altogether. The exact sums can be found in [our Guidelines](#).

When is the grant paid out?

Please carry in mind while planning your travel that the grant is only paid after the travel has ended and once all required travel documents have been sent to ECF, e.g. tickets for inbound- and outbound travels. The financial transaction of a grant can take up to four weeks.

Where can I find other sources of funding?

Please take a look at the [ECF Opportunities Lab](#) or at [On the Move](#), a cultural mobility information network (particularly their region-specific guides under 'Mobility funding').

3. Partner organisation(s)

What does the partner organisation in the destination country need to provide?

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 not a commercial enterprise, student, volunteer or amateur association, a university or a governmental organisation
- 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.



NB! The same partner organisation can only host up to four STEP grantees per calendar year. Each applicant should check with their partner whether they have hosted STEP grantees already.

Do you offer other forms of support for organizations beyond travel costs?

Not within the STEP travel grants scheme. The ECF regularly calls out for applications to its other funding-schemes, which are posted on our [ECF website](#). Please also subscribe to the ECF [ezine](#) magazine for the latest programme updates.

Want to apply?

steptravelgrants.eu