

# AM I READY?

## Self-Assessment for potential applicants to Creative Europe Culture Programme

Area	Challenge	Your Score	← insert your self-score of 1/2/3/4/5 in the first column		
			Score 1 if...	Score 3 if...	Score 5 if...
Practical	Have you and your partners all got <b>PICs</b> (Participant Ident'n Codes)?		No-one has as yet	You do	All partners do
	How long have you and partner organisations <b>been going</b> ?		You have all been going for a year or less	You have all been going for at least 2 years	You have all been going for at least 4 years
	If lead partner, in particular: How would you describe your <b>financial status</b> ?		Accounts show organisation has limited income & has had financial issues	Organisation is modestly successful with at least a break-even position each year, and some assets	Accounts look extremely healthy
European experience	Have you and the partners <b>done much in Europe</b> ?		None have done anything much in Europe	Partners have been to at least one other European country for work-related reasons	Partners are members of a European network, and been to a few European countries for work-related reasons
	Have you and partners been <b>involved in collaborative projects</b> with one or more partners in other European countries?		None have not (yet) been involved in any collaborative activity	Some have done some joint work with at least one other European organisation	All have been part of an EU funded project (maybe not Culture programme) with 2 or more partners
Partners	Are <b>all the required partners in place</b> ? (including one more than the minimum required?)		None of the partners are in place	At least one is confirmed and there are ideas about the others	They are all confirmed, with 1 more than the minimum required
	Are the partners an interesting mix of organisations?		They are all almost identical	Some are a bit different	They all have something unique to contribute
	Are your partners from countries that are not your neighbours?		Not at all	Some partners are not neighbouring countries	Partners are scattered across the N/S/E/W of the EU
	If any partners are from eligible countries outside the EU, have these countries signed the <b>Agreement</b> to participate?		You have no idea	You've checked and some but not all have signed the required Agreement	All checked and signed
	How well do you think you <b>know the partners</b> ?		They are all totally new to you	You know some but not all	You feel you know them all well
	Are your <b>partners in a "good position"</b> (will they still be around at the end of the project) ?		You don't feel at all confident about their status & prospects	You feel confident about some but not all.	You feel very confident about them all
	If you have " <b>associate</b> " partners", is everyone clear about their role (i.e. not sub-contractors), any financial contribution and any payment they will receive?		No	Not completely clear on all aspects of this	All clearly worked out and understood
Your Idea	How far has your idea progressed?		Your idea is still fairly vague	There is an outline of at least a half-page	You have a detailed outline over several pages
	Have the <b>partners contributed</b> to the development of the idea?		Partners have not (yet) contributed to the idea	Contributions received from some partners	The project outline includes their responses and needs
	Does your project, in any way, embrace the notion of European " <b>common cultural heritage</b> " ?		No	Maybe	Definitely
	Does your project link to <b>Europe 2020: unemployment, innovation, climate change, jobs &amp; skills, more young people in education</b>		No	Maybe	Definitely
	How far does your idea embrace the new <b>Culture prog</b> themes & criteria – e.g. <b>capacity building, digitalisation, new business models, internationalism, etc</b>		Hardly at all	You have considered these criteria and made some progress to address them.	You are very confident the project effectively addresses most if not all of these criteria

	In what way(s) does your proj address the key new priority of <b>audience development</b> ?		<i>Not at all</i>	<i>You have considered this and made some progress to address this priority.</i>	<i>You are very confident the project effectively addresses this priority</i>
	How <b>imaginative / innovative</b> is your idea?		<i>Your project has no unique features</i>	<i>There are at least some aspects which might be deemed innovative</i>	<i>It is genuinely innovative in its themes, approach, partners, outputs, etc</i>
	Is your project <b>interdisciplinary</b> ?		<i>No</i>	<i>To some degree</i>	<i>Definitely</i>
	To what degree is your project <b>"international"</b> ?		<i>Not at all</i>	<i>We have partners outside the EU Member States</i>	<i>We have partners outside Europe</i>
	Have you identified the <b>priority(ies)</b> for your project?		<i>Not really</i>	<i>Have selected a number but not yet a final one</i>	<i>Yes, all clear</i>
	Have you identified the <b>national, regional or local priorities</b> that your project will also address?		<i>No</i>	<i>Some partners have but not yet linked them all to the project activities</i>	<i>Yes, all clear</i>
	Will the project lead to a <b>legacy</b> or impact (e.g. example of good practice) after the project ends?		<i>You have not (yet) addressed this issue</i>	<i>You have some ideas about this issue.</i>	<i>There are plans for the project results to be disseminated or make an impact</i>
<b>Your activities</b>	Do you have confirmed <b>start / end dates</b> ?		<i>Not yet</i>	<i>Almost</i>	<i>Yes</i>
	How far have you progressed a <b>schedule of your project activities</b> ?		<i>You have not (yet) started such a schedule</i>	<i>You have prepared an outline schedule</i>	<i>Detailed schedule exists with dates for key project stages, and notes as to what each partner will do at each stage.</i>
	Is everyone clear about <b>sub-contracting</b> : what is covered and how it needs to be organised?		<i>Not at all</i>	<i>Most partners are fairly clear about this</i>	<i>All partners understand all aspects of this area.</i>
	How clear & comprehensive is the <b>communication plan</b> ?		<i>Not really started</i>	<i>Have an outline and some ideas</i>	<i>Completed, with good use of social media, etc.</i>
<b>Budgets</b>	Do you have an idea of the <b>total budget</b> for your project?		<i>You haven't done a draft budget at all</i>	<i>You have an idea of the overall budget but not fully discussed with partners as yet.</i>	<i>You have a draft that has been shared with partners and revised in the light of their comments</i>
	How <b>detailed</b> is your budget?		<i>There is a draft with a few general headings</i>	<i>It contains some detail under some headings.</i>	<i>Detailed headings &amp; includes estimates based on likely numbers and per person costs</i>
	How clear are you as to where your share of the <b>match funding</b> will come from?		<i>You have no idea</i>	<i>You have some ideas as to where this could come from.</i>	<i>You have a clear plan &amp; have started making applications to others where relevant</i>
	How clear are your partners as to where their <b>match funding</b> will come from?		<i>You feel they have no idea</i>	<i>You feel they have some idea but it is not fully worked out yet.</i>	<i>They have a clear plan &amp; have started making applications to others where relevant</i>
	Are partners clear about any <b>staff salary</b> contribut'ns to match funds?		<i>You are not sure or think it might be 100%</i>	<i>No more than 50%</i>	<i>10% or less</i>
	How are the <b>finances to be managed</b> between you & your partners?		<i>You have not worked this out yet</i>	<i>There have been some discussions but no final agreement as yet.</i>	<i>You have a clear written agreement with all partners</i>
	If going for more than €750K, is extra <b>Audit Report</b> organised?		<i>No</i>	<i>In process</i>	<i>Yes</i>
<b>For the forms...</b>	Have lead & all co-organisers done 2 years <b>Activity Reports</b> ?		<i>Not yet</i>	<i>Most are done &amp; with lead partner</i>	<i>All are completed &amp; received by lead partner</i>
	Have the <b>statutes</b> and <b>CVs</b> from all co-organisers been gathered?		<i>Not yet</i>	<i>Most are with lead partner</i>	<i>All are with lead partner</i>
	Have co-organisers done & sent <b>Mandates</b> ?		<i>Not yet</i>	<i>Most are done &amp; with lead partner</i>	<i>All are completed &amp; received by lead partner</i>
	Has the <b>Co-operation Agreement</b> been prepared and signed?		<i>Not yet</i>	<i>Prepared but not yet signed by everyone</i>	<i>Done, signed &amp; received by lead partner</i>

**TOTAL SCORE:**

*another useful service from....*

contact EUCLID: [info@euclid.info](mailto:info@euclid.info)

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