**INTRODUCTION**

**What is the Peer-to-peer exchange scheme?**

The Peer-to-peer (P2P) exchange scheme sets up to boost collaborative work and knowledge exchange between creative hubs in Europe, through the framework of the European Creative Hubs Network (ECHN) run by the British Council in collaboration with 7 partners, and with co-funding from the European Commission.

By supporting mobility of creative hub leaders to other hubs, the P2P scheme enables learning and exchange of best practices, as well as international collaboration and co-creation.

The scheme is a mobility grants initiative running throughout Europe (all Creative Europe countries), and is an activity of the European Creative Hubs Network project. The ECHN P2P scheme also has a sister scheme run in parallel in the MENA region, led by Hivos through their Mideast Creative programme.

**Objectives**

- Supporting peer learning and sharing of knowledge and resources
- Stimulating collaborative projects between creative hubs
- Inspiring transnational co-creation

**Grants**

The European Creative Hubs Network has therefore planned to support 50 beneficiaries in experiencing working in a different Creative Hub and learning from the experience or setting up a collaborative project. The grants have a value of 1000 EUR, and are aimed to help cover partially the costs of travel, accommodation and subsistence of beneficiaries who set up for a work experience in a different creative hub. Because this grant is seen as a partial financial aid, peers are encouraged to spend at least 3 full working days in the hosting creative hub, but there is no upper limitation on the amount of time beneficiaries can spend in another creative hub. For the full details of the mobility grant process, please read below.

**Envisaged outcomes:**

The foreseen impact of the P2P scheme is an enhanced cooperation in the creative hubs sector across Europe, to be achieved through creative hubs professionals who will have experienced working side-by-side with their peers, and through international collaborative projects.

**What is a Creative Hub?**

Creative Hubs have become new models for creative enterprises to grow and invaluable mechanisms of change and assets to the creative sector. Creative hubs are a uniquely diverse in structure, sector and services, qualifying them as a great driver for growth, competitiveness and innovation in the creative industries. They
range from collective and cooperative, to labs and incubators; and can be static, mobile or online. In addition to encouraging collaboration, generating distinctive cultural practice, and offering much needed exhibition and events space, they also bring added value to agendas in regeneration, tourism, inward investment and education.

- A creative hub is a place, either physical or virtual, which brings creative people together.
- It is a convenor, providing space and support to networking, business development and community engagement within the creative, cultural and tech sectors.
- Creative Hubs have become new models for creative enterprises to grow and invaluable
- Creative hubs are a uniquely diverse in structure, sector and services, qualifying them as a great driver for growth, competitiveness and innovation in the creative industries.
- Hubs are shaped and defined by their unique features: mechanisms of change and assets to the creative sector.

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<thead>
<tr>
<th>Structure</th>
<th>Sector</th>
<th>Services</th>
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<tbody>
<tr>
<td>For profit / Private</td>
<td>Multi-disciplinary: mix of creative, cultural, technology, social enterprise</td>
<td>Hot-desking, Studio space, Training, workshops, events</td>
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<tr>
<td>Non-profit / social venture / charitable</td>
<td>Sector specific: i.e. games hub, design hub, tech hub</td>
<td>Mobile working, Access to equipment, skills, resources, networks, Incubation, business support, mentoring, financing, Retail opportunities, Research and development</td>
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**ELIGIBILITY CRITERIA**

Our mobility grants are designed to support creative hubs leaders from across Europe, to experience working in another creative hub, share best practices and learn from each other, co-create innovative international projects.

Eligible peers should present a well-prepared travel itinerary and plan of activities, with confirmation of commitment from a hosting hub ([see application form](#)). The mobility should represent a starting point for collaboration and the beneficiaries should inform the P2P scheme team about resulting projects.

**Applicants profile:**

We are looking to engage professionals leading creative hubs across Europe and MENA, who fit the following profile:

- Based in Europe (or in its neighbourhood countries). Relevant countries are:
  - All 28 EU member states;
  - Albania, Bosnia and Herzegovina, Montenegro, Serbia, Moldova, Ukraine, Georgia, Turkey;
  - Norway, Iceland.
- Running established or emerging hubs (and everything in between);
- Running multidisciplinary or sector specific CREATIVE hubs ([please see definition in introduction](#));
- Full of inspiring ideas and best practices on partnership development, governance, non-traditional funding initiatives, cross-sectoral expansion, collaboration on projects, business models, etc.
- Showing motivation to learn from, connect with and share experience with other creative hubs managers.
**Requirements and reporting:**
Grant beneficiaries will be required to produce a report of their experience, to be submitted after their return.

The report is intended to be used as a measuring scale for the impact of the **P2P scheme** and the European Creative Hubs Network project. It will also be published on the European Creative Hubs Network website, and disseminated through social media channels. It may be provided as reference to the European Commission.

The report can take any shape the beneficiary wishes, for example: a formal report (max. 2-4 pages), a video, a series of articles/blog posts, an interactive photo/video montage, etc. We enthusiastically encourage grant recipients to use their creativity and innovative talent, and surprise us.

The report, in whichever format, should cover the following information as a minimum:

- Details of the beneficiary and his/her home creative hub
- Details of the hosting creative hub
- Objectives set-out at the beginning
- Details of the activities during the exchange period
- Accomplishments & linkage with a thematic of interest / innovation for creative hubs
- Plans for continuation of collaboration with hosting hub

**Hosting Creative Hub**
We are looking to engage leading, established and innovative creative hubs with peers from emerging creative hubs across Europe, with the aim to share best practices and learnings, and initiate co-creative projects / collaborative plans.
Applicants for the P2P scheme should ensure they are in touch with their hosting creative hub of interest prior to submitting their application. They should fill in the required details referring to their hosting creative hub, and provide an agreed plan of activities, developed in collaboration with the hosting creative hub.

**Eligible travel destinations**
Creative hub leaders can apply to for the P2P scheme with the intention to travel to one of the following eligible destinations:

<table>
<thead>
<tr>
<th>Based in:</th>
<th>Can travel to</th>
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<tbody>
<tr>
<td>All 28 EU member states, Albania, Bosnia and Herzegovina, Montenegro, Serbia, Moldova, Ukraine, Georgia, Turkey, Norway, Iceland.</td>
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</tbody>
</table>

We encourage peers to consider a **green policy** when travelling, by looking at these options:

- Consider using airlines and other travel companies that are implementing green policies
● Fly by the shortest route possible, not just the most affordable
● Wherever possible, use train rather than plane
● Use of local public transport as much as possible
● Due to the nature of the funding, we also strongly advise peers to choose Economy class travel (flights) or second class travel (trains).

Disclaimer: Non-eligible applications & situations

Please note we can only grant support to one individual from any given creative hub, therefore when several applicants exists from the same creative hub, applications have to be individually written and submitted. Each application will be considered individually. Applications have to be submitted by the person intending to travel, not by the hosting hub. The same individual can only receive one grant for participation in the P2P scheme over the lifetime of the ECHN project. Participants in the European Creative Hubs Fora and workshops are not excluded from participation in the P2P scheme.

Please note you will responsible for obtaining all the documentation necessary and relevant for international travel, as the P2P team will not be able to support you with visa obtaining procedures.

APPLICATION AND SELECTION PROCEDURE

Application procedure

Creative hub leaders are invited to apply for the P2P scheme by filling in the necessary documentation listed below, and submitting it by e-mail, before the indicated deadline:

1. Application form
2. Curriculum Vitae (max. 2 pages)

Applicants should submit the 2 documents in pdf format, only by e-mail with subject line: P2P scheme application. Applicants should make sure all the documents in the application pack are duly filled-in, and signed where relevant.

Participants from Europe-based hubs, please apply to this e-mail address: eu.creativehubs@britishcouncil.org

Timeline

The programme will feature 2 phases of application and travel, one in 2016 and one in 2017, with the respective deadline listed below.

For travel between 1st November 2016 – 31st January 2017
● Application period between 22 September 2016 – 21 October 2016
● Deadline for submission of applications: 21 October 2016, 23:59 GMT+1

For travel between 1st May 2017 – 31st August 2017
● Application period between 15 March 2017 – 14 April 2017
● Deadline for submission of applications: 14 April 2017, 23:59 GMT+1
**Phase I:** travel between 01/11/2016 – 31/01/2017  
Phase II: travel between 01/05/2017 – 31/08/2017

<table>
<thead>
<tr>
<th>Application period</th>
<th>22/09/2016-21/10/2016</th>
<th>15/03/2017-14/04/2017</th>
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<tbody>
<tr>
<td>Application deadline</td>
<td>21/10/2016</td>
<td>14/04/2017</td>
</tr>
<tr>
<td>Evaluation of applications</td>
<td>w/c 24/10/2016</td>
<td>w/c 24/04/2017</td>
</tr>
<tr>
<td>Results</td>
<td>31/10/2016</td>
<td>01/05/2017</td>
</tr>
</tbody>
</table>

Selected beneficiaries in the first round of the programme *might* be invited to present their testimonials at the European Creative Hubs Forum in January 2017.

Selected participants in the second round of the scheme *might* be invited to present their testimonials at the European Creative Hubs Forum in September 2017.

**Assessment of applications**

Your application will be evaluated as set-out below:

**Stage 1:** Applications will be checked to ensure that they have been completed correctly and all necessary information has been provided. Applications correctly completed with all relevant information and submitted by the deadline, will proceed to Stage 2. Any application not correctly completed in accordance with the requirements of these guidelines and/or containing omissions (missing information) and/or submitted after the deadline, may be rejected at this point. Where an application is rejected at this point it will automatically be disqualified.

**Stage 2:** An evaluation committee will then assess your application. Both awarded and rejected applicants will be notified by e-mail on the results of the evaluation. Please note the committee will aim to ensure a balanced geographical spread of awarded beneficiaries.

**Stage 3:** If your application was successful, it’s time to make travel plans!

*Example:* Applicant X submits an application on 1 October 2016, for a potential travel to a creative hub between 15-30 November 2016. The application goes through stage 1 assessment on 24 October 2016 (the week after the deadline). If it passes stage 1, it goes to the stage 2 pack, which is evaluated by the committee. Both successful and unsuccessful applicants will be informed on 31 October regarding the results of the evaluation.

**Granting process (i.e. description of practicalities of receiving the funds)**

If your application was successful and you are awarded a mobility grant, we will send you a quick guide for your participation to the P2P scheme. We ask successful applicants to provide us with their bank details and a signed letter of agreement in order to ensure a speedy process of transferring the grant in case of award.

These documents are standard templates which you will receive together with the confirmation of your successful application:

1. Bank details form
2. **Letter of Agreement**

Based on the signed letter and bank details form, we will transfer you up to 75% of the grant monies (or up to 750 EUR) as much as possible before your travel.

Upon your return from the hosting creative hub, **but no later than 15 days afterwards**, you are required to submit **1) your report and 2) survey responses and 3) travel tickets and/or invoices** by e-mail, to eu.creativehubs@britishcouncil.org.

We will then transfer the remaining grant monies (or up to 250 EURO), as soon as possible, but only after confirmation of receiving the testimonial and survey responses.

**NB:** Please note that your travel should only start after we have made our funding decision. Therefore we can only support beneficiaries that have applied by the described deadline, and not those that are currently travelling.

**Disclaimer: What we don’t fund**

- Applications in which the traveller and/or the host organisation do not represent a CREATIVE hub
- Applications written by hosting creative hubs
- Travel without a committed host organisation
- Travel that is part of an organisation’s own regular activities
- Travel to/from countries not listed in these guidelines
- Travel that started or took place before our funding decision

**NB:** Please note that the P2P scheme team is not able to offer support or guidance in obtaining necessary travel information or visa requirements. It will be the sole responsibility of the grant beneficiary to plan ahead their travel and obtain all required documentation.

**CONTACT & INFO**

For any further information or questions on the P2P scheme, you can address an e-mail to eu.creativehubs@britishcouncil.org.

For information on the MENA based mobility scheme, run by Hivos Mideast Creatives programme, or regarding mobility for MENA-based creative hubs and spaces, please e-mail: shuffle@mideastcreatives.org.

For live updates on the P2P programme, as well as other European Creative Hubs Network activities, make sure to follow our websites and social media channels (@CreativeHubsEU)

**About The European Creative Hubs**

*The European Creative Hubs Network project aims to enhance the ecosystem that supports the resilience and growth of the sector, by creating a community of experienced creative hub leaders across Europe and by promoting creative hubs as innovative models to European policy makers and funders. The project is co-funded by the European Commission, and run by the British Council in collaboration with 8 partners.*