

EUROPEAN CREATIVE HUBS NETWORK

Peer-to-peer exchange mobility scheme (*P2P Scheme*)

- P2P Round 2 -

Guidelines

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) project, which is co-funded by the Creative Europe programme and run by the British Council in collaboration with 7 partners.

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.

Objectives

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

Grants

During the P2P Scheme Round 2, the European Creative Hubs Network will be able to support **36 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 5 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?

A creative hub is an infrastructure or venue that uses a part of its leasable or available space for networking, organisational and business development within the cultural and creative sectors. A creative hub is a place, either physical or virtual, which brings creative people together. It is a convenor, providing space and support for networking, business development and community engagement within the creative, cultural and tech sectors.



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Creative Hubs have become new models for creative and cultural 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 and cultural industries.

Creative hubs have grown at remarkable pace over the past years and are much more than mere shared workspaces. They provide support through services and/or facilities to the ideas, projects, organisations and businesses they host both on a long-term or short-term basis. Creative hubs facilitate collaboration and networking and help to empower their members, offer opportunities to young people in search of jobs to make valuable links with the research and the business community. They also foster communication and audience development and offer capacity building as well as contacts and an inspiring environment towards creation and innovation.

Creative hubs encourage collaboration and create a fertile breeding ground for accelerating the exchange of knowledge and talent and also offer valuable cultural exhibition and event space. Creative hubs can play an important part in the local development, including in programmes for the revitalisation of neighbourhoods. They can help to breathe new life into declined industrial areas and enhance tourism, investment and provide education opportunities as well as cultural spaces.

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.

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, 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, Former Yugoslav Republic of Macedonia, 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 – [What is a creative hub?](#)*);
- 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, along with the feedback survey, 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.



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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 contain the following information points 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
- If the report is a video or photo montage, **it should include the ECHN and Creative Europe logos.**

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.

A list (non-exhaustive) of Creative Hubs who have already expressed willingness to host a creative hub leader [is available here](#). Of course applicants are also invited to look further in the network and propose other creative hub hosts in their applications.

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:

Based in:	Can travel to:
All 28 EU Member States, plus Albania, Bosnia and Herzegovina, Montenegro, Former Yugoslav Republic of Macedonia, Serbia, Moldova, Ukraine, Georgia, Turkey, Norway, Iceland.	All 28 EU Member States, plus Albania, Bosnia and Herzegovina, Montenegro, Former Yugoslav Republic of Macedonia, Serbia, Moldova, Ukraine, Georgia, Turkey, Norway, Iceland.

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
- Use of Economy class travel (flights) or second class travel (trains).

Disclaimer: Non-eligible applications & situations

Please note that 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



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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 be 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 online application form](#) before the deadline: Sunday 23 April 2017, 23:59 CET (GMT+1).

[Application form](#)

Please note that for this second round of P2P, submission of applications is run through an online form, therefore it is **NOT** required to send your application by e-mail.

Timeline

The second round of the P2P scheme is structured as follows:

For travel between 1st May 2017 – 17 September 2017

- Application period between 31 March 2017 – 23 April 2017
- Deadline for submission of applications: 23 April 2017, 23:59 GMT+1

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.

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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.

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

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.



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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) feedback 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 EUR), 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 send an e-mail to eu.creativehubs@britishcouncil.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.



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