



L0124 U10 N- Bases

GUIDELINES GOVERNING THE AWARDING OF GRANTS FOR ACTIVITIES AIMED AT PROMOTING CATALAN AND ARANESE LITERATURE ABROAD

1. Purpose

1.1 The purpose of these guidelines is to govern the awarding of grants for the following activities involving the promotion of Catalan and Aranese literature abroad and taking place during the grant-award year:

- a) Events promoting Catalan and Aranese literature that take place outside Catalan-speaking areas: international literary festivals, international book fairs open to the general public, book launches and promotional campaigns for newly translated works. Academic activities are excluded.
- b) Translated texts of Catalan and Aranese literature published in cultural journals (in print or digital format) for broader exposure outside of Catalan-speaking areas (special issues, booklets or individual articles).
- c) Promotional events focused on illustrated works to be published in languages other than Catalan and Occitan (in its Aranese variant), the illustrator of which resides in Catalonia or the Balearic Islands.

1.2. The grants awarded in accordance with these guidelines are considered *de minimis* aid, governed by Commission Regulation (EU) 1407/2013 dated 18 December 2013 regarding the application of Articles 107 and 108 of the Treaty of the Functioning of the European Union for *de minimis* aid (OJEU L352 of 24/12/2013).

1 bis. Publication

With regard to the publication of the guidelines and call for grants, applicants must abide by what is established in Article 68.5 of the Statute of Autonomy of Catalonia and the rules regarding grants.

2. Recipients

2.1. These grants are available to the entities indicated in the specific guidelines governing each grant line.

2.2. Applicants with debts payable to the Institut Ramon Llull Consortium (hereinafter, Institute Ramon Llull) recognised by its Director in a ruling that has become final, are not eligible for these grants.

3. Requirements and Incompatibility

3.1. Requirements

To qualify as a grant recipient, the applicants must meet the following requirements and conditions. The requirements in each case will be determined based on the specific circumstances and must be accredited under the terms specified in Point 7.

- a) Fulfill the requirements and general conditions set out in Article 13 of Law 38/2003 dated 17 November regarding grants (Official State Bulletin no. 276 of 18/11/2003).
- b) Fulfill to date all tax obligations required by the Catalan Government and the Spanish State, as well as all Social Security obligations. If the applicant's tax residence is located outside Spain, s/he must submit a declaration establishing this residence.



- c) Submit a statement attesting whether or not the applicant has applied for and/or received other public or private grants for the same activity, indicating the awarding entities and the amount requested and/or received.
- d) If any elements subject to copyright are used in the pursuit of the grant-funded activity, applicants must comply with the regulations set forth in intellectual property law.
- e) In the case of Spanish self-employed individuals, applicants must be registered in the Economic Activities Tax Register, where required.
- f) In the case of non-profit organisations, applicants must be on record in the appropriate registry.
- g) If the applicant has a workforce equal to or larger than 50 people, comply with the legally required quota of positions allocated to people with disabilities provided for in Article 42.1 of the Revised Text of the General Law on the Rights of Persons with Disabilities and their Social Inclusion, approved by Royal Legislative Decree 1/2013 of 29 November, or with the alternative measures of exceptional nature established in Royal Decree 364/2005 of 8 April and Decree 86/2015 of 2 June.
- h) If the applicant has a workforce equal to or larger than 25 people, have measures to prevent, detect and intervene in cases of sexual harassment and harassment for reasons of gender in the workplace, in accordance with the social agents, and apply them correctly, as set out in Articles 5 and 29 of Law 5/2008 dated 24 April on the Right of Women to Eradicate Sexist Violence. If the applicant is not subject to the aforementioned law, s/he must comply with the applicable regulations.
- i) Comply with the stipulations of Article 36.4 of Law 1/1998 dated 7 January on Linguistic Policy in the Workplace, and, in the case of companies with establishments open to the public in Catalonia, comply with the stipulations of Articles 32.1 and 32.3 of said Law.
- j) In the case of foundations and associations, their statutes must have been adapted according to the First Transitional Provision of Law 4/2008 dated 24 April in Book Three of the Civil Code of Catalonia, on legal entities, and Law 5/2011 of 19 July amending the former.
- k) Foundations must have fulfilled the obligation to submit annual accounts to the protectorate, in accordance with Article 336-3 in Book Three of the Civil Code of Catalonia, approved by Law 4/2008 of 24 April.
- l) In the case of companies or organisations, they must not have been penalised for, or found guilty of, workplace practices that are considered discriminatory on the basis of sex or gender and which are penalised by means of a final administrative ruling or judicial sentence in accordance with article 11.1 of Law 17/2015 dated 21 July, which applies equally to both men and women.
- m) To submit an affidavit about other *de minimis* aid received and/or requested during the current financial year and the two previous financial years. This includes *de minimis* aid awarded for the grant-funded activity or other activities by any State authority and/or funding by the European Union.
- n) Grant applicants must adhere to the ethical code as set forth in Annex I.
- o) Grant applicants must respect gender equality as established in Law 17/2015 of 21 July, which applies equally to both men and women.

3.2. Incompatibility

These grants are compatible with other grants, aid, income or resources provided for the same purpose by the Catalan Government Administration; by entities linked to, or with the participation of the same; other authorities; and public or private entities.

The sum of all aid, income and resources may not exceed the total cost of the activity.



4. Amount

4.1. The amount of each grant may be up to 100% of the grant-supported activity.

4.2. The minimum incurred and substantiated expenditure required in order to consider the objective and purpose of the grant fulfilled is 60%. Non-compliance with the minimum expenditure threshold established will constitute cause for revocation of the grant.

If the actual cost of the grant-funded activity is less than the estimated cost, the amount of the awarded grant will be reduced in the same proportion.

4.3. If the difference between the estimated cost and the final, substantiated cost of the grant-funded activity does not exceed 20%, there will be no reduction in the amount of the awarded grant. This percentage is only applicable if it is ensured that the objective/purpose of the grant has been fulfilled.

4.4. The amount of the grant, plus any other *de minimis* aid awarded by any public authority during the current financial year and the previous two financial years, may not exceed €200,000.

5. Grant-supported Expenditure

5.1. Grant-supported expenditure will be set in the specific guidelines governing each grant line.

5.2 An expense is considered to be incurred if it has been paid in full before the end of the cost substantiation period.

5.3 Any VAT the beneficiary is unable to recover or offset is considered grant-supported expenditure.

5.4 No maximum limit is established for the subcontracting of the grant-funded activity.

6. Applications

6.1. The applications and other formalities associated with the procedure for awarding grants and submitting supporting documents should preferably be submitted electronically on the Institut Ramon Llull website. Exceptionally, they may be submitted in paper format in person at the institution's Barcelona office (Avinguda Diagonal 373, 08008 Barcelona) or at any of the registries and offices set out in Article 16.4 of Law 39/2015 dated 1 October on the Legal Framework for Public Administrations and Common Administrative Procedure. If the application is submitted in paper format, the standardised form is available at the Institute's Barcelona office or online at <http://www.llull.cat>.

6.2 Application submissions and other formalities associated with the procedure for awarding grants and submitting supporting documents must be carried out as follows:

a) Spanish applicants:

- Self-employed individuals: applications and supporting documents should preferably be submitted electronically via the Institut Ramon Llull website. They may also be submitted in person at the Institute's Barcelona office (Avinguda Diagonal 373, 08008 Barcelona) or at any of the registries and offices set out in Article 16.4 of Law 39/2015 dated 1 October on the Legal Framework for Public Administrations and Common Administrative Procedure. If the application is submitted in paper format, the standardised form is available at the Institut's Barcelona office or online at <http://www.llull.cat>



- Legal entities must submit documents electronically via the Institut Ramon Llull website.

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b) Foreign applicants:

- Self-employed individuals: applications and supporting documents should preferably be submitted electronically via the Institut Ramon Llull website.
- Legal entities: applications and supporting documents can only be submitted electronically via the Institut Ramon Llull website.

6.3 Spanish citizens or foreign citizens residing in Spain who wish to submit their applications electronically must validate their identity via the electronic signature systems that are accepted by the website for medium-level procedures in accordance with the National Security Scheme (Royal Decree 3/2010 of 8 January regulating the National Security Scheme in the area of Electronic Administration) and the Identification and Electronic Signature Protocol (Order GRI/233/2015 of 20 July).

Non-resident foreign citizens submitting their applications electronically must present personal accreditation via the website's identification system with a user name and password. The Institut Ramon Llull will provide the parties concerned with a user name and password, via a secure channel, once the documents accrediting their identity have been verified.

6.4. For all other transactions associated with the procedure for granting aid and submitting supporting documents electronically, the accreditation and signature mechanisms described in the Institut Ramon Llull's identification and electronic signature policy will be applied.

6.5. If the website becomes inoperative due to accidental circumstances, and provided it is technically possible, website users will be sent a message notifying them of those circumstances and indicating the offices where the documents may alternatively be submitted. If it becomes inoperative on the final day for carrying out the necessary procedure, this may be done within 24 hours of restoring the website.

7. Documents that must Accompany the Application

7.1. To apply for a grant from the Institut Ramon Llull, an application must be submitted using the standardised form, to which the following documents must be attached:

- Plan of the activity or event.
- Complete and detailed budget specifying all of the project's estimated expenditure and income, the amount of aid requested and all sources of funding, in accordance with the model. If the grant-funded activity consists of various events, the budget must be broken down by performance and expense items.
- All documents set out in the specific guidelines.

Anything else that the entity applying for the grant considers of interest.

To speed up the process, the documents set out in Point 11.5 may be submitted along with the application.

7.2. The requirements specified in Points 2.2 and 3.1 will be accredited with the relevant statement that is included with the application form, which will also contain express authorisation to consult the applicant's tax information, where necessary.



Submission of the grant application authorises the competent authority to check the conformity of the data contained or statements made therein.

Inaccuracies, falsehoods or omissions in any data or document submitted together with the grant application will nullify this procedure from the moment those are known and once the party concerned has been heard, and, as a result, the grant application will be rejected, notwithstanding that such circumstances may constitute cause for revocation of the grant if they are known after the grant is awarded.

8. Application Deadline

The deadline for submitting applications is set in the grant call.

9. Assessment Criteria

The criteria for awarding grants are indicated in the specific guidelines governing each grant line, as per Annex II, III and IV.

10. Grant-awarding Procedure

10.1 Grants are awarded on the basis of a competitive tendering procedure and includes an examination stage, in which proposals for a provisional resolution and a final resolution are formulated, and a granting stage, in which the resolution awarding the grant is issued.

10.2 The examining body is the General Manager of the Institut Ramon Llull.

10.3 The applications are examined by an assessment committee appointed as part of the grant call process.

10.4. Once the applications have been evaluated by the assessment committee, the examining body formulates a motion for a provisional resolution on the award of the grants, in keeping with, when that is the case, the assessment committee's report and in accordance with Point 11.

The proposed recipients are required to submit additional documents, and, based on said documents, the motion for a provisional resolution and the ex officio checks made in accordance with Point 11, the examining body formulates the motion for a final resolution on the award of the grants and raises it to the decision-making body.

According to usual procedure, the proposed resolution on the awarding of grants is based on the assessment committee's reports. However, if the body drawing up the proposal does not follow the reports, this shall give rise to a discrepancy.

10.5. As a result of restrictions arising from compliance with budgetary stability and financial sustainability objectives, these grants may be reduced in full or in part prior to issuing the final resolution awarding the grant.

11. Motion for a Provisional Resolution and Submission of Additional Documents

11.1. The parties concerned are notified of the motion for a provisional resolution on the awarding of the grants by publication on the Institut Ramon Llull's electronic noticeboard and the noticeboard at its Barcelona office (Avinguda Diagonal, 373, 08008 Barcelona). This form of publication replaces individual notification and works to the same effect.



11.2. The motion for a provisional resolution contains the list of proposed grant recipients.

11.3. Within a period of 10 working days counted from the day after publication or notification of the motion for a provisional resolution, the proposed grant recipients must submit the documents required under Point 5 of these guidelines, if not previously delivered together with the application. The motion for a provisional resolution contains the aforementioned list of required documents.

The applicants may also file further submissions within this same period, which will be taken into account in the resolution process.

The grant request will be taken as tacitly accepted if the proposed recipient files no further submissions within this 10-day period.

11.4. The proposed beneficiaries may also withdraw their applications within the 10-day period referred to in the previous section.

11.5. The documents referred to in Point 11.3, which must be provided if not previously submitted together with the application, are as follows:

For foreign applicants:

a) Photocopy of the documents accrediting the applicant's legal status. In the case of legal entities, the documents accrediting the powers of representation held by the person submitting the application and a photocopy of his/her passport must also be attached. There is no need to provide these documents if the grant applicant has previously submitted them to the Institut Ramon Llull, provided that no more than five years have elapsed since their submission and they have not been amended. In this case, their submission date and the procedure to which they refer must be clearly indicated. If the examining body, for reasons beyond its control, is unable to obtain the documents, the applicant must provide them within the 10-day period.

b) Legal entities that have been provisionally awarded a grant in excess of €10,000 must submit an affidavit containing information regarding the remuneration received by their management or administrative bodies, pursuant to paragraph i) of Point 17.

For Spanish applicants:

a) Photocopy of the signatory's national ID card. There is no need to provide this document if the managing body is authorised to consult the identifying information. This authorisation may be provided in the application form.

b) Legal entities that are under consideration for a grant in excess of €10,000 must submit a statement of compliance containing information regarding the remuneration received by their management or administrative bodies, pursuant to paragraph i) of Point 17.

c) The relevant certificate accrediting Economic Activities Tax registration, where applicable. The applicant may authorise the Institut Ramon Llull to obtain this data electronically from the managing bodies. In this case, there is no need to provide documents that may be obtained under this authorisation. This authorisation may be provided in the application form.

d) In the case of entities or bodies not registered in the Trade Register, the Register of Associations of the Department of Justice of the Catalan Government or the General Register of Cooperatives of Catalonia, documents are required accrediting registration in



the relevant register and the powers of representation held by the person submitting the application.

e) For entities not required to file in a public register, documents accrediting their legal status and the powers of representation held by the person submitting the application.

There is no need to provide the documents referred to in a), c), d), and e) if the applicant has previously submitted them to the Institut Ramon Llull, provided that no more than five years have elapsed since their submission and they have not been amended. In this case, their submission date and the procedure to which they refer must be clearly indicated. If the examining body, for reasons beyond its control, is unable to obtain the documents, the beneficiary must provide them within 10 working days.

The examining body will, on an ex officio basis and with prior authorisation from the applicant (where necessary), check the following information and compliance with the following requirements:

- a) The signatory's identifying details.
- b) In the case of legal entities, the information relating to the entity's legal status, capacity to act and tax ID document entered in the relevant registers.
- c) In the case of self-employed individuals, the information relating to registration in the Economic Activities Tax Register.
- d) In the case of foundations, whether they have fulfilled the obligation to submit annual accounts to the protectorate.
- e) In the case of foundations and associations, whether their statutes have been adapted according to the transitional arrangement provided for in Law 4/2008 of 24 April in Book Three of the Civil Code of Catalonia.

In the event that the examining body, for reasons beyond its control, is unable to obtain, on an ex-officio basis, the necessary information and confirm compliance with the requirements, the applicant will be individually requested to provide them within 10 working days.

The examining body will not be obliged to check the accreditation of the powers of representation if the documents are submitted electronically and the electronic signature also proves that the signatory holds sufficient powers to act on behalf of the represented person.

11.6. The documents set out in Point 11.5 may be provided in paper form or electronically, in which case digitalised copies of the documents may be submitted in accordance with that established in Point 6^a, and the rules of administrative procedure in place at the time of the grant call.

11.7 The examining body may ask the applicants to provide any additional documents deemed necessary to accredit the data contained in the application.

12. Rejection and Withdrawal

12.1. Failure to comply with the requirements, which are final and cannot be modified, or the deadline for submitting applications shall constitute cause for rejecting the application.

12.2. The following shall be considered as a withdrawal:

- a) Failure to submit any of the documents provided for in Point 7 or failure to modify any of the modifiable requirements upon request within a period of 10 working days.



b) Failure to submit any documentation that may be requested under the terms of Point 11.3.

12.3. Prior to awarding the grants, the examining body will issue resolutions rejecting or withdrawing applications and will notify the parties concerned of said resolutions by publishing them on the Institut Ramon Llull's electronic noticeboard and the noticeboard at its Barcelona office (Avinguda Diagonal, 373, 08008 Barcelona). This form of publication replaces individual notification and works to the same effect. This posting must indicate the corresponding steps to take to contest the resolution.

12.4. The process for withdrawal provided for in Point 11.4 notwithstanding, applicants may withdraw their grant applications in writing prior to the award of the same, and the examining body must accept it.

13. Resolution and Publication

13.1. The Director of the Institut Ramon Llull will issue resolutions within a period of no more than six months from the date of publication of the grant call. The parties concerned will be notified of the resolution by the same means, under the same conditions and with the same effects as set out in Point 12.3 for notification of resolutions rejecting or withdrawing applications.

13.2. The *de minimis* character of the grant will be expressly stated in the resolution.

13.3 In the publication or notification of the final resolution of the process it will be made clear that administrative channels remain open and that the results can be appealed to the Institut Ramon Llull's President of the Board of Directors within one month starting the day following publication of the resolution. The deadline concludes on the same day, one month later, that the publication took place.

13.4. If no final resolution on the procedure is issued and reported within the established maximum time frame, the applicants may, on the basis of administrative silence, assume that their applications have been turned down.

14. Public Notification

For the purposes of general public information, the Institut Ramon Llull shall give notice of the grants awarded by publishing a list on the noticeboards referred to in Point 12.3. and will also publicise the grants in accordance with that established in the rules and regulations regarding grants, and Law 19/2014 of 29 December, regarding transparency, access to public information and good governance.

15. Payment

15.1. The Institut Ramon Llull will initiate processing of payment of 100% of the awarded grant once the grant-funded activity has concluded and the supporting documents set out in Point 16 have been submitted.

If, as provided for in Point 4.2, the amount of the grant is reduced, the quantity paid out will be reduced in proportion to the difference between the final accredited cost of the grant-funded activity and the initial estimated cost.



15.2 Prior to recognising each payment obligation, the examining body will confirm ex officio whether or not the grant recipient is up to date with all tax and Social Security obligations both with the Catalan Government and the Spanish State. By signing the grant application, the beneficiary authorises these checks to be performed.

If the recipient does not have a tax residence in Spain, s/he must submit, along with the supporting documents, a tax residence certificate issued by the competent authorities of their country of residence.

16. Supporting Documents

16.1 As put forth in Point 4.2, the minimum incurred and accredited expenditure required in order to consider the objective and purpose of the grant fulfilled is 60%. Non-compliance with this minimum expenditure threshold will constitute cause for revocation of the grant. Should the actual final cost of the grant activity come to less than that initially budgeted, the awarded grant amount will be reduced proportionately.

As stated in Point 4.3 in the Guidelines, if the difference between the estimated cost and the final cost of the grant-funded activity does not exceed 20%, there will be no reduction in the amount of the awarded grant. This percentage is only applicable if it is ensured that the objective/purpose of the grant has been fulfilled.

16.2. Within one month from the end of the grant-funded activity and, in any event, prior to 31 January of the year following the grant call, the recipients must, in order for payment of the total sum of the grant to be processed, submit to the Institut Ramon Llull an account justifying expenses that must include the following supporting documents:

1) A report on the activity in question, specifying the activities carried out and the results obtained and accrediting the beneficiary's fulfillment of the purpose of the grant and the conditions established in these Guidelines.

2) A financial report accrediting the total cost of the activities carried out, drawn up in accordance with the proof of expenditure form, which includes:

- A breakdown of the expenditure relating to the cost of the grant-supported activity, indicating the payee and his/her tax ID number, the invoice reference or document of equivalent legal validity, date of issue, amount payable and the date of payment or due date.

- A detailed list of all other public or private income and grants or aid that helped fund the activity, specifying their amount and source. If the proof of expenditure is partially offset by other grants, the exact amount or percentage attributed to each one must be indicated, as well as the organisation that awarded them.

- A table comparing the estimated income and expenditure with the income actually collected and expenditure actually incurred, indicating any discrepancies. If the grant covers an activity that has already taken place, only the income actually collected and expenditure actually incurred should be listed.

3) Supporting documents for all expenditure incurred as a result of the grant-supported activity: i.e. invoices or other documents of equivalent legal validity, and proofs of payment such as bank statements or, in the case of cash payments, documents accrediting receipt of payment on the part of the payee.

4) Documentary proof of having requested at least three bids and, where applicable, a report explaining the selection in accordance with Point 17.f.

5) Documents accrediting compliance with the specific guidelines with regard to measures taken to disclose the public funds received.

16.3. Whether complete or simplified, invoices must comply with the stipulations of the Regulation on Invoicing Requirements, approved by Royal Decree 1619/2012 of 30



November. The description of the transaction must provide sufficient information regarding the object and invoicing period, in order to verify that the expenditure in question is related to the purpose of the grant-funded activity. If it is not clear to which goods or service the invoice pertains, the corresponding delivery notes or other supporting documents must be provided. In any case, it must be possible to verify the unit price of the transaction in question.

If any of the invoices requested do not include the VAT, the recipient must specify the regulation by virtue of which the VAT is exempt, in accordance with Article 6.1.j. of the Regulation on Invoicing Requirements.

If a grant recipient is subject to the general pro-rata VAT regime, as per the option provided on the application form, s/he must present the certificate from the Tax Authority and/or a copy of the annual tax declarations in keeping with the corresponding models.

If a grant recipient is subject to the special pro-rata VAT regime, as per the option provided on the application form, s/he must present the certificate from the Tax Authority and a list of the invoices associated with the project, as well as a copy of the VAT book where they show as entered into the accounts.

Receipts shall not be accepted as sufficient accreditation of expenditure.

16.4. All documents accrediting payment (e.g. bank statements and/or proofs of payment) must specify the following:

- a) The identity of the payee and the payer. The payer must be the grant recipient, and must indicate his/her National ID Card number and company name.
- b) The goods or services that are being paid for and the invoice number(s) to which the payment corresponds. If the payment document does not refer to the invoice(s), supporting documents must be attached in order to verify the expenditure to which the payment corresponds.

If payment is made via nominative cheque, promissory note, bills of exchange or similar instruments, a copy of the document and a copy of the bank statement accrediting the charge must be attached.

Proofs of cash payments shall not be accepted if they fail to meet the requirements for this type of payment established in Article 7 of Law 7/2012 dated 29 October modifying the taxation and budgetary regulations and adjusting the financial regulations in order to strengthen measures to prevent and combat fraud.

Cash payments must be accredited by means of receipts that are dated, signed and stamped by the payee and specify the corresponding invoice. The payee's stamp must, as a minimum, feature his/her Tax ID number (NIF).

16.5 If any rectifiable errors are found in the supporting documents, the recipient shall be informed privately and given a period of 10 working days in which to rectify said errors.

16.6 If the supporting documents are not submitted within the established period, the recipient shall be instructed to submit said documents within a non-extendable period of 15 working days. This instruction shall be issued to the recipient individually. Failure to submit said documents within this period will result in the revocation of the grant, and the recipient shall be subject to the liabilities specified in the legislation on grant procedures. Submission of the supporting documents within the additional period indicated above shall not exempt the beneficiary from any sanctions which may apply under the terms of Law 38/2003 dated 17 November, regarding grants.



16.7 The Institut Ramon Llull may, on an ex officio basis or at the behest of the recipient, extend the period for submitting the supporting documents. Under all circumstances, the interested parties must submit the request for an extension, and the decision regarding the extension must be taken, prior to the final deadline for submission of the supporting documents. The extension must not exceed 50% of the totality of the submission period and must not infringe the rights of any third parties.

17. Obligations of the Recipients

The recipients must comply with the following obligations:

- a) Fulfill the purpose of the grant by carrying out the grant-funded activity within the established time period.
- b) Carry out the grant-funded activity in accordance with the submitted project. The examining body must be notified of any change to the submitted project or schedule prior to the end of the fulfillment period and, if the requested modification does not result in a substantial change or constitute non-compliance with the requirements and conditions set out in these rules, said body may accept or reject it within a period of one month. Changes that are not notified or expressly accepted may lead to the total or partial revocation of the grant.
- c) Provide any information about the awarded grant that may be requested at any time, and submit to checks and controls by the examining body, the Catalan Government's General Intervention Board, the Court of Auditors or other competent bodies in accordance with the applicable regulations.
- d) Notify the examining body of any aid, income or resources used to cover the grant-funded activity in question and which have been received or requested from other national or international authorities or public or private entities following submission of the grant application. This information must be provided as soon as it is known and, in all cases, prior to submitting the supporting documents pertaining to expenditure of the funds received.
- e) Fulfil the obligations set out in Articles 90 bis and 92 bis of the Revised Text of the Public Finances Act of Catalonia, approved by Legislative Decree 3/2002 of 24 December.
- f) If the amount of the grant-supported expenditure exceeds the thresholds set out in the public procurement rules for low value contracts, bids from at least three different suppliers must be requested prior to committing to a work performance, service provision or goods delivery contract, unless, due to the work's unique characteristics, there is an insufficient number of entities capable of carrying out, providing or delivering such services on the market or the expenditure was incurred prior to the awarding of the grant. When choosing among the submitted bids, which must be included in the supporting documents, the criteria of efficiency and economy must be applied, and the choice must be expressly explained in a report if the most economically advantageous proposal is not chosen.
- g) Retain and make available to the awarding body and supervisory bodies all books, registers and documents that may be required to accredit the grant, including electronic documents, in the event they may need to be checked and verified.
- h) The private organisations referred to in paragraphs a) and b) of article 3.4 of Law 19/2014 dated 29 December on transparency, access to public information and good governance must comply with the applicable transparency obligations as stipulated in Title II of said Law.
- i) In accordance with Article 15.2 of Law 19/2014 dated 29 December on transparency, access to public information and good governance, legal entities eligible to apply for a grant in excess of €10,000 must provide the awarding body with a statement containing information regarding the remuneration received by their management or administrative bodies, in the event that the grant awarded exceeds the sum of €10,000.
- j) Comply with any other obligations provided for in the current regulations on grants and in the Guidelines.



k) Comply with that established by Law 17/2015, dated 21 July on effective gender equality.

l) Comply with the ethical principles and rules of conduct as set out in the Annex I to these guidelines, by which grant recipients must abide.

18. Modification of the Resolution

The awarding body has the right to revise the grant awarded, and to amend the resolution or awarding agreement, if the conditions that were taken into account when awarding the grant are subsequently modified, or if other aid or grants are concurrently obtained.

19. Revocation

The awarding body, following the legally established procedure, must revoke the awarded grants in full or in part and oblige the recipient to return the amount received and pay interest on arrears, under the circumstances provided for in the Revised Text of the Public Finance Act of Catalonia, approved by Legislative Decree 3/2002 of 24 December, and Law 38/2003 of 17 November, regarding grants.

20. Penalties

In the event of failure to comply with the obligations set out in the guidelines, the penalty system provided for in Law 38/2003 of 17 November, regarding grants and in the Revised Text of the Public Finance Act of Catalonia, approved by Legislative Decree 3/2002 of 24 December, shall apply if said failure constitutes an offence under the aforementioned legislation, regardless of whether the grant is returned in full or in part.

21. Data protection

If the purpose of the grant involves the processing of personal data, the recipients and collaborating entities must comply with the relevant regulations and adopt and implement the security measures provided for in Regulation (EU) 2016/679 of the European Parliament and of the Council, dated 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR).



ANNEX I

ETHICAL PRINCIPLES AND RULES OF CONDUCT BY WHICH GRANT RECIPIENTS MUST ABIDE WHEN CARRYING OUT THEIR ACTIVITIES, AND EFFECTS OF POSSIBLE NON-COMPLIANCE WITH THESE PRINCIPLES

In accordance with article 55.2 of Law 19/2014, dated 29 December, regarding transparency, access to public information and good governance, administrations and organisations comprising the sphere of application of said law must include in their guidelines for grant calls, the ethical principles and rules of conduct that grant recipients must abide by when carrying out their activity, and the effects of possible non-compliance with these principles.

Together with this legal stipulation, the ethical principles and the rules of conduct which grant recipients must uphold during the course of their activity and the effects of eventual non-compliance have been publically announced.

These principles and rules of conduct refer to minimum standards and can be made stricter in the specific guidelines governing grants, depending upon the size and type of the grant or subsidy and the characteristics of the grant recipients

Ethical Principles and Rules of Conduct

1. Grant recipients must show respect for the fundamental rights and freedom of individuals.
2. Grant recipients must adopt exemplary ethical conduct, refraining from doing, fomenting, proposing or promoting any sort of corrupt practice and bring to the competent body's attention any manifestation of those practices which s/he considers to be present in the process or which could affect him/her. In particular, they must refrain from carrying out any action which threatens the principles of equal opportunity and free competition.
3. In general terms, grant recipients carrying out their funded activity assume the following responsibilities:
 - a) Respect the principles, rules and ethical canons regarding the activities, trades and professions associated with the funded activity.
 - b) Do not act in any way that is counter to the public interest.
 - c) Report abnormal situations which might surface in the award granting process or processes associated with these calls for grants.
4. In particular, grant recipients assume the following responsibilities:
 - a) Immediately inform the examining body of possible situations of conflict of interest.
 - b) Do not ask an appointee or public employee, either directly or indirectly, to influence the grant awarding process.



- c) Do not offer to, or provide appointees or public employees with, any personal or material advantages, either for them or for third parties, with the intent to influence a grant awarding process.
- d) Cooperate with the competent body in the actions taken to oversee and assess adherence to the obligations established in the grant guidelines, particularly providing information requested for this purpose related to the use of public funds.
- e) Comply with the obligations to provide information that the legislation on transparency requires of grant recipients with regard to the referred to Administration or Administrations, fulfilling as well the obligations of transparency directly required through legal stipulation as established in article 3.4 of Law 19/2014 of 29 December regarding transparency, access to public information, and good governance.

Effects of possible noncompliance with the ethical principles and rules of conduct

In the event of noncompliance with ethical principles and rules of conduct, the sanctions applied are those set out in Law 19/2014 of 29 December and those in article 84 regarding grant recipients, as well as other possible sanctions existing in current laws regarding grants.

ANNEX II

Specific guidelines governing grants for events promoting Catalan and Aranese literature that take place outside Catalan-speaking areas: international literary festivals, international book fairs open to the general public, book launches and promotional campaigns for new translated works.

1. Recipients

These grants are available to Spanish and foreign self-employed individuals and legal entities, public and private, that regularly organise literary activities.

2. Grant-supported Expenditure

The following is considered grant-supported expenditure:

- Travel costs for the author, the translator and/or the event moderator who is an expert on the work in question and other participating external parties
- Accommodation for the author, the translator and/or the event moderator who is an expert on the work in question and other participating external parties
- Professional fees (writer, translator, event moderator and other participating external parties).
- Graphic material:
 - Layout costs
 - Printing costs
 - Design costs
 - Distribution of the graphic material



- Fees of the external communications company
- Marketing campaign expenses
- Screening rights for films or documentaries

3. Assessment Criteria

The following assessment criteria are taken into account when awarding grants:

- a) The overall interest of the proposal.
Score: up to 10 punts.
- b) The applicant's professional record.
Score: up to 10 points.
- c) The degree to which the activity is self-financed and/or co-financed (the higher the degree of self-financing and/or co-financing, the higher the score).
Score: up to 5 points.
- d) The scope of the activity's outreach within the specific context in which it is held.
Score: up to 15 points.
- e) The event's repercussion on broadening international knowledge and recognition of Catalan and Aranese literature.
Score: up to 10 points.

A maximum of 50 points may be awarded.

The minimum score of 22.5 points is required for eligibility for the grant.

4. Obligations of the Recipients

In addition to the obligations set out in Point 17, the grant recipients must also:

- a) Include the Institut Ramon Llull logo on all informative and publicity material relating to the grant-funded activities. If the grant is awarded after the activity takes place or it is essentially impossible to fulfil this requirement in the time between the date the grant is awarded and the date the activity takes place, the recipient must take all necessary alternative measures to disclose the public funds received.
- b) Submit a copy in digital format of all promotional material to the Institut Ramon Llull.
- c) Submit a copy in digital format of the Press Package to the Institut Ramon Llull, where applicable.



ANNEX III

Specific guidelines governing grants for publishing translated texts of Catalan or Aranese literature in cultural journals (in paper or digital format) outside Catalan-speaking areas (special issues, booklets or individual articles).

1. Recipients

These grants are available to public and private Spanish and foreign self-employed individuals and legal entities.

2. Grant-supported Expenditure

The following is considered grant-supported expenditure:

- Fees for the writer(s), translator(s), publishers(s) and external contributor(s)
- Image copyrights
- In addition to the foregoing, printing and design costs may only be considered grant-supported expenditure in the case of printed excerpts or special editions.

3. Documents to be Submitted with the Application

Apart from the documents set out in Point 7, the applicants must submit the following documents along with the application:

- Index and/or contents of the monographic text.
- Photocopy of the contract entered into with the company which is to distribute the journal outside Catalan-speaking areas.

4. Assessment Criteria

The following assessment criteria are taken into account when awarding grants:

- a) The applicant's professional record.
Score: up to 10 points.
- b) The degree to which the activity is self-financed and co-financed (the higher the degree of self-financing and/or co-financing, the higher the score).
Score: up to 10 points.
- c) The overall interest of the proposal.
Score: up to 10 points.
- d) The outreach capacity of the journals in which the monographic texts will appear.
Score: up to 10 points.
- e) The journal's international scope.
Score: up to 10 points.

A maximum of 50 points may be awarded.

The minimum score of 22.5 points is required for eligibility for the grant.

5. Obligations of the Recipients

Aside from the obligations set out in Point 17, the grant recipients must also:

- a) Include the Institut Ramon Llull logo, as well as, on the acknowledgements page, the following credit: "This monographic text was produced with the assistance of a grant from the Institut Ramon Llull." If the grant is awarded after the activity takes



place or it is essentially impossible to fulfil this requirement in the time between the date the grant is awarded and the date the activity takes place, the recipient must take all necessary alternative measures to disclose the public funds received.

- b) Submit 4 copies in print form of the grant-funded journals to the Institut Ramon Llull, together with a Pdf file of the journal.



ANNEX IV

Specific guidelines governing grants for the promotion outside of Catalan-speaking areas of illustrated works by illustrators residing in Catalonia or in the Balearic Islands. The promotional events must be international festivals, book launches or promotional plans focused on illustrated works.

1. Recipients

These grants are available to public and private Spanish or foreign self-employed individuals and legal entities who regularly organise literary activities..

2. Grant-supported Expenditure

The following is considered grant-supported expenditure:

- Travel costs for the illustrator and/or the event moderator and other participating external parties
- Accommodation for the illustrator and/or the event moderator and other participating external parties
- Professional fees (illustrator, event moderator and other participating external parties).
- Graphic material:
 - Layout costs
 - Printing costs
 - Design costs
 - Distribution of the graphic material
- Fees of the external communications company
- Marketing campaign expenses
- Screening rights for films or documentaries

3. Assessment Criteria

The following assessment criteria are taken into account when awarding grants:

a) The overall interest of the proposal.

Score: up to 10 points.

b) The applicant's professional record.

Score: up to 10 points.

c) The degree to which the activity is self-financed and co-financed (the higher the degree of self-financing and/or co-financing, the higher the score).

Score: up to 5 points.

d) The scope of the activity's outreach within the specific context in which it is held.

Score: up to 15 points.

e) The event's repercussion on broadening international knowledge and recognition of Catalan and Aranese literature.

Score: up to 10 points.

A maximum of 50 points may be awarded.

The minimum score of 22.5 points is required for eligibility for the grant.

5. Obligations of the Recipients

Aside from the obligations set out in Point 17, the grant recipients must also:



- a) Include the Institut Ramon Llull logo on all informative and publicity material relating to the grant-funded activities. If the grant is awarded after the activity takes place or it is essentially impossible to fulfil this requirement in the time between the date the grant is awarded and the date the activity takes place, the recipient must take all necessary alternative measures to disclose the public funds received.
- b) Submit a copy in digital format of all promotional material to the Institut Ramon Llull.
- c) Submit a copy in digital format of the Press Package to the Institut Ramon Llull, where applicable.