



ECMA Pro – International Career Development and Socially Engaged Outreach in Chamber Music

Project duration: 1 September 2020 to 31 August 2024

Status: August 2021

How to apply for an ECMA Pro Travel Grant

- **ECMA Sessions:** Prior to applying for an ECMA Pro Travel Grant for an ECMA Session, you need to **bindingly register your ensemble to the ECMA Session in question**. An **individual call for applications** for a travel grant will be **sent to registered ensembles** of the ECMA session in question.
- **Showcases:** A **call for applications** will be sent to the **ensembles eligible for Showcases**.
- **ECMA Musethica:** A **call for applications** will be sent to the **ensembles eligible for ECMA Musethica**.
- You have to apply **by the deadline** mentioned, filling in the application form provided.
- You will be informed about whether your ensemble receives a travel grant in time before the ECMA session / Showcase.
- **After receiving confirmation** about the travel grant, **please book your travels yourselves**. Please remember to **keep the limits** as indicated below and **retain ALL invoices and receipts** for reimbursement. You will be reimbursed using a form that will be provided by the project office.

If you have any doubts or need more information, please get in touch with Veronika/the project office (contact details below).

Things to know

Travel grants cover travel costs and accommodation during ECMA Sessions or Showcases. Typically, you will book your travel yourselves and be reimbursed after the event. Please see below for cost ceilings etc.

Please note that with applying for an ECMA Pro Travel Grant **you commit** all of the ensemble members **to participate in the whole ECMA Session / showcase**. Should you fail to show up or not be able to participate in the whole session, the Travel Grant will be given to another ensemble.

We aim to **distribute travel grants equally** among ECMA ensembles. If you don't receive a travel grant at one time, **please try again!**

Accounting / reimbursement

Please:

- Send **one** reimbursement request **for the whole ensemble**.
- **ONLY** use the **reimbursement form provided** by the project office.
- Send the form via **conventional mail**, including **all invoices and receipts in the original / a printout** (e.g. flight and hotel invoices, boarding passes, train/bus tickets) to the following address:

ECMA Pro
 Veronika Leiner
 mdw - University of Music and Performing Arts Vienna
 Office for International Programme Mobilities
 Anton-von-Webern-Platz 1
 A-1030 Vienna

- As for **flight and hotel invoices**, please note that they **must carry the following information**:
 - In case of direct debiting from your bank account or payment via credit card, the payment information must be included (name, encoded account number/credit card number). Alternatively, include the credit card statement.
 - In case of bank transfer, please include a copy/printout of the transfer voucher/bank statement.
 - With some airlines, you need to actively request the invoice (e.g. Easyjet – done with one click). Screenshots of mobile phone tickets etc. won't do.
 - The flight invoice has to carry NAME, DESTINATION(S) and TOTAL AMOUNT.
 - The hotel invoice has to carry the names of all guests / of the ensemble and state the duration of the stay.
- Please book an **economic combination of rooms** – 4 single rooms are not reimbursed. The invoice of the accommodation has to carry the names of all guests and has to be issued to one of the ensemble members.

Deadline for accounting of travel grants: **4 weeks** after end of session / showcase

Cost ceilings

Please note that with applying for an ECMA Pro Travel Grant **you commit** all of the ensemble members **to participate in the whole ECMA Session / showcase**. Should you fail to show up or not be able to participate in the whole session, the Travel Grant will be given to another ensemble.

The **duration of ECMA sessions and showcases varies** (e.g. Vienna/Grafenegg session: 7 days; Budapest/Ghent showcases: 2 days). The following cost ceilings apply to different sessions/showcases, if you are in doubt, please contact the project office:

Maximum total cost of travel and accommodation

- for **2 days**: 600 EUR per person.
- for **5 days**: 750 EUR per person.
- for **7 days**: 900 EUR per person.

Please note: If you spend less, we will be able to issue more travel grants altogether. So **please economize**, it's for the benefit of all ensembles!

Who takes decisions on ECMA Pro Travel Grants?

- **Showcases within and outside of ECMA sessions:**

Participation and travel grants for **4 ensembles** per Showcase.

The travel grant is tied to your participation in the showcase; only those ensembles selected to participate in the showcase will receive a travel grant.

A board of experts and ECMA Artistic Directors take the decision on your ensemble's participation in an ECMA showcase.

- **ECMA Musethica sessions:**

Participation and travel grants for **2 ensembles** per ECMA Musethica session.

The travel grant is tied to your participation in the Musethica training; only those ensembles selected to participate in the Musethica training will receive a travel grant.

Musethica representatives together with the local **Artistic director** take the decision on your ensemble's participation in the respective ECMA Musethica session.

- **Career Skills and New Performance Format Training during ECMA sessions:**

Travel Grants for at least **2 ensembles** per ECMA + Career Skills + NPF training session

All ensembles registered for the ECMA session can apply for travel grants; ensembles that show a convincing interest in actively participating in the Career Skills and / or New Performance Formats trainings **take precedence** over other applying groups.

The local ECMA **Artistic Director** together with a **member of the Career Development and New Performance Formats Working Groups** will take a decision on the distribution of travel grants.

General information about ECMA Pro: <https://www.ecma-music.com/en/ecmapro>

Contact:

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