

# **LIVE DMA**

## **The HUBS**

**LIVE STYLE EUROPE III**



# LIVE STYLE EUROPE III

Live Style Europe III (LSE III) is a collaborative initiative designed to strengthen and empower the live music sector by providing essential tools, resources, and advocacy to help venues, clubs, and festivals thrive. As a Live DMA member, you benefit directly from tailored capacity-building programs, networking opportunities, and policy support that address the unique challenges of our sector.

We help you tackle key issues such as post-COVID recovery, inflation, audience engagement, artistic diversity, and sustainability by offering practical solutions, data-driven research (The Survey), policy analysis, and advocacy to ensure that the voices of live music venues are heard at the European level.

By participating in LSE III, you gain direct access to valuable knowledge, resources, and strategic collaborations that will help your association thrive in an increasingly competitive and complex landscape.

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# UNDERSTANDING THE HUBS

Live Style Europe III (LSE III) is designed to strengthen our network and empower the live music sector through collaborative initiatives, with HUBS playing a key role.

HUBS are dedicated peer-learning groups that bring together Live DMA members with shared challenges, allowing them to exchange expertise, develop joint solutions, and implement concrete actions. Through this initiative, members will receive financial support to facilitate staff exchanges, training sessions, and collaborative projects tailored to their specific needs. The goal is to strengthen transnational cooperation, and potentially create scalable solutions that benefit the entire network.

By participating in HUBS, you actively contribute to shaping the future of live music in Europe, reinforcing our collective resilience, and ensuring a diverse and thriving sector.

## Objectives

- ❖ Foster collaborations and exchanges of the Live DMA members on shared challenges or priorities, that are specific to some countries or regions or other specific trans-national challenges.
- ❖ Enhance and improve the synergies between the Live DMA members through smaller networking groups with facilitated access (e.g. no language barrier, geographical proximity, similar business models or public policy schemes)

## Expected results

- ❖ Transferable or scalable outcomes or initiatives to support the local music scenes across Europe
- ❖ Preliminary steps towards EU cooperation projects funded under other EU scheme instruments

# I. ELIGIBILITY

Eligible applicants are the Live DMA members, national or regional live music associations. Members can participate only in one HUB and submit one application in order to ensure that all members receive support.

Live DMA members will collaborate together in groups of 2 or more. They will submit one consortium application where they will detail how they split the budget with their roles and responsibilities.

## A. ELIGIBLE ACTIVITIES

The HUBS activities must demonstrate that they provide a clear solution to a problem/challenge previously identified within the Live DMA network (such as inclusion, accessibility, gender gaps, green transition, noise complaints, rising costs, gentrification, audience behaviors, lack of public support etc...)

Eligible activities under the HUBS should directly address the identified challenges by placing collaboration at the heart of the proposed solution. This can be achieved in various ways, including team mobility, staff residencies, joint workshops and training sessions, the organization of collaborative events, the sharing of methodologies, tools, and strategies, as well as the experimentation of pilot projects.

Activities should share useful knowledge or experiences that other members can learn from and use in their own work.

Ex: artistic exchange between two countries must not be limited to a concert, but also provide creation of knowledge or solutions on how to keep active new touring routes.

## B. ELIGIBLE COSTS

Staff costs, mobility costs, and purchases as well as fees for external experts or service providers are eligible under this call.

We recommend to integrate the following considerations in your budget management:

- ❖ Choosing sustainable travel modes such as public transportation instead of taxis, and train instead of flights when possible.
- ❖ Opting for green labels when booking accommodation
- ❖ Looking for vegetarian catering when organising activities
- ❖ Preferring digital communication over prints

Applications cannot include costs for providing financial support to third parties (in the form of grants, prizes or similar forms of financial support).

## C. PERIOD OF ELIGIBILITY

The HUBS grant only covers activities taking place **between March 2026 and September 2027**. Please ensure that no costs are incurred outside of this eligibility period.

## II. BUDGET

The budget available for the HUBS amounts to **48,000. EUR**

Each application is associated with a fixed grant amount of 6,000€ (for 2 HUBS members) or 9,000€ (for 3 HUBS members) etc.

There are two important aspects to remember, when thinking of your project's budget:

- ❖ No-profit rule: you cannot make a profit out of your project.
- ❖ No double funding: there is a strict prohibition of double funding. Your project can only receive one grant from the EU budget.

To justify the grant amount for which you are applying for, you must provide cost estimations for each budget category. Namely: staff, travel and accommodation-related expenses, equipment other goods, works and services

This cost estimation must approximate your actual costs. They:

- ❖ Must be reasonable / non-excessive
- ❖ Must be in line with and necessary for your proposed activities.

## III. TIMELINE

1<sup>st</sup> June 2025: opening of the call

15<sup>th</sup> November 2025: applications deadline

19<sup>th</sup> December 2025: results notification

1<sup>st</sup> March 2026: start of the projects

1<sup>st</sup> September 2027: end of the projects

## IV. PREPARATION & SUBMISSION

The Application Form, which is made up of one single document, is to be completed and submitted by each HUB consortium (group of applicants). In this document you must include information about the HUBS members, the description of the proposed action and the foreseen results to communicate with other Live DMA members.

Important to note when submitting your application, it must:

- ❖ be submitted **by 15<sup>th</sup> NOVEMBER**
- ❖ be submitted electronically – emails submissions are not accepted –  
<https://framaforms.org/hubs-application-form-1747729200>
- ❖ be submitted in English

You can save your draft by creating an account on <https://framaforms.org/user/register>

## IV. EVALUATION

### A. Non-competitive call

The Live DMA coordination team will be responsible of the evaluation of the projects. The evaluation consists in a screening of the projects to ensure they fit the HUBS objectives and conditions. The Live DMA coordination team reserves the right to address some requests to the applicants during the evaluation phase to receive additional information, to clarify the project or to add any missing information. The Live DMA coordination team will refuse the proposal if the HUBS participants did not provide the requested adequate, additional or missing information on time.

At the end of the evaluation period, each applicant will receive a grid of evaluation with a comment and some advice before the start of the project.

### B. Evaluation Grid

The HUB clearly mentions what are the challenges to be tackled	Yes/No
The HUB reflects challenges previously identified within the Live DMA network	Yes/No
The HUB results will benefit the live music venues, clubs and festivals in Europe	Yes/No
The objectives of the HUB represent a suitable solution to the challenges identified	Yes/No
The objectives of the HUB are realistic	Yes/No
The HUB gathers relevant partners able to work together on shared challenges	Yes/No
The HUB's actions are relevant in regard to the objectives mentioned previously	Yes/No
The HUB's actions fit the timeline and budget indicated in the call	Yes/No
The HUB's actions will be documented and the results will be available to other Live DMA members	Yes/No

## V. CONTRACT SIGNING

Payments will be made in Euro to the bank account indicated by the beneficiaries. The selected applicants will be asked to sign the contract which highlights the general conditions between the projects' members and Live DMA.

The payment schedule will be:

- ❖ FIRST PAYMENT (90%): Following the signature of the agreement
- ❖ FINAL PAYMENT (10%): Following the submission and approval of final report (see annexes)

# VI. PROCESSING OF PERSONAL DATA

The reply to any call for projects involves the recording and processing of personal data (such as name, e-mail, and address). Such data will be processed pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and the free movement of such data. Unless indicated otherwise, the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal will be processed solely for that purpose by Live DMA.

## VII. ANNEXES

### Annex 1: Application form template

<b>Name of the project</b>
<b>Abstract (short summary) – 4000 characters approx.</b> Please provide a short summary of your project proposal. This should include: What challenge is the project addressing? What is (are) the specific objective(s) of the project? Through what activities are the specific objective(s) achieved?
<b>Indicate here the sources of the challenges you have identified</b>
<b>Describe the project timeline and activities.</b> This action plan should cover every phase from the preparation and organisation to the final production and communication.
<b>HUB members names</b>
<b>What is your role and responsibilities in the HUB?</b>
<b>Contact person</b> Name Position & organisation Email Phone
<b>Why did you decide to work together through this hub?</b>
<b>Upload the budget template (see annex 2)</b>
<b>Explain how you will split the costs between the HUB's members and activities</b>
<b>How will the HUB's results benefit live music venues, clubs and festivals in Europe?</b>
<b>Explain how the results will be communicated to other Live DMA members and how it can be used after the end of the project.</b> <i>(regular posts, videos, pictures and text, make presentations at members' meetings, provide toolkits, guidance or reporting in English.)</i>

**Note: to save your draft on the application form, you must register with your account here <https://framaforms.org/user/register>**





## Annex 2: Budget template

The grant takes the **form of a lump sum grant**. Each application is associated with a **fixed grant amount depending on the numbers of partner**. The fix grant for 2 partners is €6 000; €3 000 is added per additional partners.

### Grant amount:

A **fixed grant amount** is a set sum of money that is provided as financial support for the selected project. **It does not change regardless of the actual costs or expenses incurred.**

In other words, it's a fixed or unchanging sum of funding that the selected applicants will receive to accomplish the project, and they must manage their expenses within that set amount.

### Budget Breakdown:

Please complete the table below, detailing the expected expenses into the different budget categories.

BUDGET CATEGORIES	Forecasted Amount (in Euros)
<i>Personnel costs</i>	EUR [insert amount]
<i>Travel, accommodation and subsistence</i>	EUR [insert amount]
<i>Equipment</i>	EUR [insert amount]
<i>Other goods, works or services</i>	EUR [insert amount]
<b>Total eligible costs</b>	EUR [insert amount]
<b>REQUESTED GRANT</b>	<b>[CHOOSE THE ONE APPLICABLE - EUR 6 000, EUR 9 000, EUR 12 000...]</b>

## Annex 3: MODEL FOR THE FINAL REPORT AND FINANCIAL STATEMENT

### Final TECHNICAL REPORT

**CONTRACT N°:** [INSERT THE ID OF THE PROJECT]

**TITLE OF THE ACTION:** [INSERT NAME OF THE PROJECT]

**TOTAL DURATION:** 18 MONTHS

**STARTING DATE:** 2<sup>nd</sup> OF MARCH 2026

**FIXED GRANT OF THE PROJECT:** [SELECT THE APPLICABLE OPTION: EUR 6 000, EUR 9 000, EUR 12 000]

**NAME OF THE BENEFICIARIES:** [INSERT NAME OF THE BENEFICIARIES]

**LEGAL REPRESENTATIVE:** [INSERT FORENAME, SURNAME, FUNCTION]

**LEGAL REPRESENTATIVE:** [INSERT FORENAME, SURNAME, FUNCTION]

THE BENEFICIARIES HEREBY CONFIRMS THAT THE INFORMATION PROVIDED IS COMPLETE, RELIABLE AND TRUE; THE LUMP SUM COSTS ARE ELIGIBLE (IN PARTICULAR, THE TASKS HAVE BEEN COMPLETED AND THE WORK HAS BEEN PROPERLY IMPLEMENTED AND/OR THE RESULTS WERE ACHIEVED); THE PROPER IMPLEMENTATION OF THE ACTION/ACHIEVEMENT OF THE RESULTS CAN BE SUBSTANTIATED BY ADEQUATE RECORDS AND SUPPORTING DOCUMENTATION THAT WILL BE PRODUCED UPON REQUEST.

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[SIGNATURE OF THE LEGAL REPRESENTATIVES]

DONE AT [INSERT DATE DD/MM//YYYY] ON [INSERT CITY AND COUNTRY]

### PROJECT SUMMARY FOR PUBLICATION

The summary for publication must be drafted as a "stand-alone" text. No references should be made to other parts of the report. This part must not contain any confidential or personal data (e.g. names and addresses). References can be made only to publicly available information.

*It should preferably not exceed one page of a text document.*

### WORK PERFORMED AND MAIN ACHIEVEMENTS

Describe the activities performed and the main results. Identify the problems encountered, solutions found and their effects on the project (if any).

*It should preferably not exceed one page of a text document.*

## COMMUNICATION AND DISSEMINATION

Describe the communication and dissemination activities and materials. Describe how the visibility of EU funding was ensured.

*It should preferably not exceed one page of a text document.*

## CONTINUATION

Describe the follow-up of the project after the end of the HUB grant timeframe. How will the results be used or further developed? If applicable, describe the strategy to ensure the long-term impact. Comment on possible synergies/complementarities with other EU Funded activities (if any).

*It should preferably not exceed one page of a text document.*

## RECOMMENDATIONS

Indicate what are your main recommendations/ messages based on your participation in the HUB project.

*It should preferably not exceed one page of a text document.*

## FINANCIAL STATEMENT

**CONTRACT N°:** [INSERT THE ID OF THE PROJECT]

**TITLE OF THE ACTION:** [INSERT NAME OF THE PROJECT]

**TOTAL DURATION:** 18 MONTHS

**STARTING DATE:** 2<sup>nd</sup> OF MARCH 2026

**FIXED GRANT OF THE PROJECT:** [SELECT THE APPLICABLE OPTION: EUR 6 000, EUR 9 000, EUR 12 000]

**NAME OF THE BENEFICIARIES:** [INSERT NAME OF THE BENEFICIARIES]

**LEGAL REPRESENTATIVE:** [INSERT FORENAME, SURNAME, FUNCTION]

**LEGAL REPRESENTATIVE:** [INSERT FORENAME, SURNAME, FUNCTION]

THE BENEFICIARIES HEREBY CONFIRMS THAT THE INFORMATION PROVIDED IS COMPLETE, RELIABLE AND TRUE; THE LUMP SUM COSTS ARE ELIGIBLE (IN PARTICULAR, THE TASKS HAVE BEEN COMPLETED AND THE WORK HAS BEEN PROPERLY IMPLEMENTED AND/OR THE RESULTS WERE ACHIEVED); THE PROPER IMPLEMENTATION OF THE ACTION/ACHIEVEMENT OF THE RESULTS CAN BE SUBSTANTIATED BY ADEQUATE RECORDS AND SUPPORTING DOCUMENTATION THAT WILL BE PRODUCED UPON REQUEST.

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[SIGNATURE OF THE LEGAL REPRESENTATIVES]

**DONE AT** [INSERT DATE DD/MM/YYYY] **ON** [INSERT CITY AND COUNTRY]

## LEVEL OF COMPLETENESS OF THE ACTION

Complete the table to demonstrate the level of completeness of each Task / Activity as outlined within your proposal.

Task/Activity (as per Annex 1)	LEVEL OF COMPLETENESS		
	Completed	Partially completed	Not completed
[Identify Task/Activity]			
[Identify Task/Activity]			
[Identify Task/Activity]			

Briefly justify the status of completion realized using as a basis the application form and technical report.

*It should preferably not exceed one page of a text document.*

## SUMMARY BUDGET TABLE

Complete the table using as a basis your applied budget and eventual changes agreed with the Coordinator regarding the Budget Categories.

*Please note that any changes must be previously requested via email, and are only deemed accepted following a formal review and validation from the Coordination.*

BUDGET CATEGORIES	Forecasted Amount (in Euros)
Personnel costs	EUR [insert amount]
Travel, accommodation and subsistence	EUR [insert amount]
Equipment	EUR [insert amount]
Other goods, works or services	EUR [insert amount]
Total eligible costs	EUR [insert amount]
REQUESTED GRANT	[CHOOSE THE ONE APPLICABLE – EUR 6 000, EUR 9 000, EUR 12 000...]

## BUDGET REALLOCATIONS

This section must be completed if there are differences in the amounts presented from the budget in the application to what is presented above. A brief explanation should be provided as to how this reallocation was made and why it was crucial for the successful implementation of the project.