



Practical tools for

Creative Climate Action

1.4.7 Public Procurement Guide for Creative professionals



60 mins



1 participant

Tool description and purpose

This two-phase tool supports artists and cultural professionals preparing for publicly funded collaborations such as the CCI4Change involving municipalities and citizen engagement. It supports reflection and planning before applying and before signing a contract, addressing both creative fit and legal clarity.

The canvas integrates insights from grants vs. procurement structures and contract checklists to empower creatives to work confidently in institutional settings without compromising artistic integrity.

When to use the tool?

- When considering whether to apply to a public open call or calls for tender
- When unsure about the legal or financial implications of a project
- When preparing for contract negotiations or kick-off meetings
- For professional development

How to use this tool?

**Phase 1:** Project Entry Reflection – Use this section to evaluate whether the opportunity aligns with your values, practice, and legal capacity. Includes a clear comparison of grant vs. procurement models.

**Phase 2:** Contract Checklist – Once you are moving forward, use the checklist to ensure that all roles, rights, and expectations are clearly agreed upon before signing.

Use individually or in a group setting (e.g., peer review, artist collectives, mentoring). Bring the filled canvas to partner meetings, calls, or negotiations to guide discussion and clarify responsibilities.

Benefits of using this tool?

- Clarifies the difference between grant-based funding and formal procurement
- Helps artists reflect on their own capacity, eligibility, and values
- Ensures all key contractual topics are reviewed before agreement
- Promotes trust, transparency, and smoother collaboration with public partners

Public Procurement Guide for Creative Professionals

PHASE 2: Contract

A) Contract Checklist

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PHASE 1: Entry and Eligibility

Category

Object

B) Entry and Eligibility Reflection

Roles & Respor

PHASE 1: Entry and Eligibility

Timelir Topic

Is this the right opportunity for me?  
Understanding your readiness before applying or committing to a public collaboration

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A) Quick Comparison: Grant vs. Procurement

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Risk & Support ne

Signing Funding Type

Artistic Int

| Aspect              | Grant / Call for Proposals   | Procurement / Service Contract   |
|---------------------|--|--|
| Purpose             | <input type="checkbox"/> Cultural value, artistic experimentation      | <input type="checkbox"/> Purchase of specific creative goods/services                  |
| Evaluation Criteria | <input type="checkbox"/> Creativity, impact, relevance to policy goals | <input type="checkbox"/> Legal compliance, price-efficiency, delivery capacity         |
| Legal framework     | <input type="checkbox"/> Cultural funding / subsidy regulations        | <input type="checkbox"/> Public Procurement Law  |
| Flexibility         | <input type="checkbox"/> High - risk-taking accepted                   | <input type="checkbox"/> Low - deliverables must be fulfilled                          |
| Funding Type        | <input type="checkbox"/> Grant, stipend, co-funding optional           | <input type="checkbox"/> Fixed-fee contract with invoice-based payment                 |
| Eligibility         | <input type="checkbox"/> Often open to individuals or NGOs             | <input type="checkbox"/> Requires registered business or formal entity                 |
| Risk Level          | <input type="checkbox"/> Artistic risk is tolerated                    | <input type="checkbox"/> Failure to deliver breaks the contract                        |
| Examples            | <input type="checkbox"/> Residency, creative project grants            | <input type="checkbox"/> Commissioned artwork, creative service (e.g. campaign, event) |

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PHASE 1: Entry and Eligibility

Is this the right opportunity for me?  
Understanding your readiness before applying or committing to a public collaboration

A) Quick Comparison: Grant vs. Procurement

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PHASE 1: Entry and Eligibility

B) Project Entry Reflection

Reflect on each point before deciding whether to proceed with an application or proposal for an open call or call of tenders.

| Topic              | Guiding Question   | Your Notes |
|--------------------|--|------------|
| Funding Type       | Is this a grant or a procurement?<br>What clues point to that?   |            |
| Legal Eligibility  | Am I eligible to apply?<br>Do I need to register a company or<br>verify my status?                               |            |
| Artistic Relevance | How does my creative work<br>connect with the project’s theme,<br>goals or audience?                             |            |
| Delivery Capacity  | Can I meet deadlines, document<br>progress, and work with public-<br>sector partners?                            |            |
| Support needed     | What kind of support (e.g.<br>legal, financial, administrative)<br>would help me to participate<br>successfully? |            |
| Artistic Integrity | Does this collaboration align with<br>my values and practice?<br>What compromises am I not<br>willing to make?   |            |

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PHASE 2: Contract

A) Contract Checklist

**Is Everything Clear before Signing?**  
Use this checklist to ensure the collaboration terms are well-defined and fair  
*Review each section with your partner(s). Tick the box when the item is clearly agreed and documented.*

| Category                 | Checklist Item   |
|--------------------------|--|
| Objectives               | <input type="checkbox"/> Is the project’s purpose and intended goals clearly described?  |
| Roles & Responsibilities | <input type="checkbox"/> Are the roles and responsibilities of each party (artist, municipality, intermediary) clearly defined?  |
| Timeline                 | <input type="checkbox"/> Is there a clear and realistic schedule with milestones or phases?  |
| Compensation             | <input type="checkbox"/> Are payment terms (e.g. percentage upfront, on completion) clearly stated and fair?   |
| IPR & Usage Rights       | <input type="checkbox"/> Who owns the intellectual property?<br>What licenses or rights are granted to others?   |
| Documentation            | <input type="checkbox"/> Has it been agreed how the work will be documented and reported?<br>By whom?  |
| Visibility               | <input type="checkbox"/> How will the project and funders be acknowledged in communications and public materials?  |
| Citizen Participation    | <input type="checkbox"/> If applicable, is the role of citizens (e.g. engagement, co-creation) clearly described? Which communities are engaged and who is responsible for the engagement? |
| Risk & Liability         | <input type="checkbox"/> Are risks (e.g. force majeure) and responsibilities documented in case of unforeseen issues?  |
| Signing Parties          | <input type="checkbox"/> Is the agreement bilateral or tripartite (e.g. artist, municipality, intermediary) and who are the signatory persons and their capacities?                        |