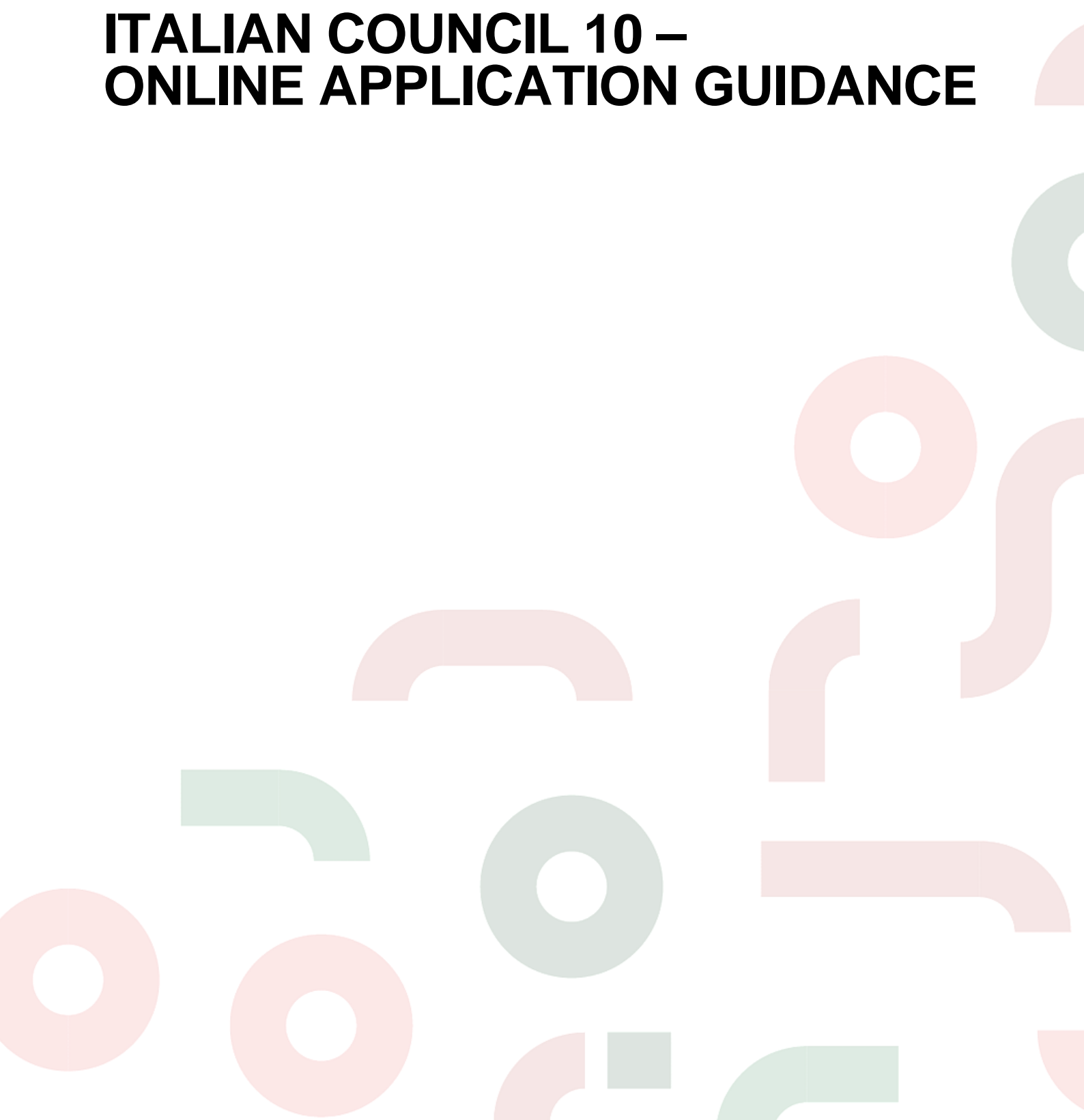


italianCouncil

Bringing our Contemporary Art to the World

ITALIAN COUNCIL 10 – ONLINE APPLICATION GUIDANCE



ITALIAN COUNCIL 10 ONLINE APPLICATION GUIDANCE

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INTRODUCTORY RECOMMENDATION

This guide provides support to the users who wish to apply to the Italian Council 10 call, following the general recommendation at art.5 of the public announcement.

For further information please contact the **Italian Council administrative office** exclusively by e-mail at italiancouncil@beniculturali.it.

How to apply

To apply to the Italian Council call, register online on the platform <https://italiancouncilapplication.cultura.gov.it/login> to upload the application. **For the English version of the platform, switch to ENG in the top-right button.**

Who may register to upload the application

To upload an application to Area 3, the **individual applicant** must register. To upload an application to Area 1 and 2, the **legal representative** of the institution must register. Please note that the information provided in the registration form must coincide with the information provided in the application.

How to fill the application form and upload it on the platform

After registration, each **attachment** to the call must be filled, according to the section and area of application (it is possible to apply for only one area of action), following the instructions provided in each attachment and in the call (please note that the indications provided in the call remain the main reference).

Once the forms are filled, these **must be duly signed and uploaded** through the special area, together with the IDs and other documents requested.

Once all the steps are through, it is possible to finalise the submission. Once the submission is completed, the application cannot be modified.

What to do in case of problem with the platform

For any problem, please contact the **Italian Council administrative office** at italiancouncil@beniculturali.it. Please note that **assistance is not guaranteed in the 24 hours prior to the deadline of the call**, therefore it is highly recommended not to submit the application at the last moment. DGCC is not responsible for any malfunction due to platform overcrowding.



LOGIN PAGE

Switch to ENG

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HOME

Italian Council

Do you already have an account?

Log into the platform

Username *

alicebecchi

Password *

LOGIN

[Did you forget your password?](#)

Create new account

Register to participate

REGISTER NOW

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Via di San Michele, 22
00153 Roma

Director General
Dott. Onofrio Cutaia

Telephone number: +39 06 6723 4851
email: dg-cc@beniculturali.it

MAIL CERT: mbac-dg-cc@mailcert.beniculturali.it

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To create a new account, **switch to ENG** and click on the “REGISTER NOW” button. If the user already owns an account, it is possible to log in.

Please note that the old accounts (Italian Council 1 – 8) are no longer valid.

USER REGISTRATION FORM

MIC

Personal data

Call

Enrollments

Logout

Personal data

Username*
alicebecchien

Name *
Alice

Date of Birth *
25/01/1985

Fiscal code or similar code
Cellulare

Postal Code *
35122

Country *
Italy

Email*
alicebecchien@gmail.com

PEC
alicebecchien@peconline.it

Surname *
Becchi

Birth place *
Padova

Address *
Via Umberto I

City *
Padova


State/Province *
PD

Phone*
3894846522

Change Password

*required fields

SAVE



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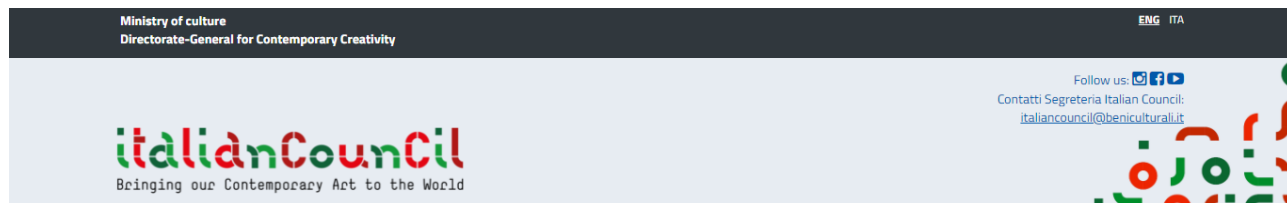
- **All fields marked with * are mandatory**
- **The fiscal code represents the identification code of the applicant, therefore it is mandatory.**
- **PEC is mandatory only for Italian applicants.**
- **Check the privacy note.**



Direzione Generale
Creatività Contemporanea

Once the registration is completed, you'll get the following message and an automatic e-mail will be sent to your inbox.

If the confirmation e-mail doesn't arrive within a couple of hours, please contact the Italian Council administrative office.



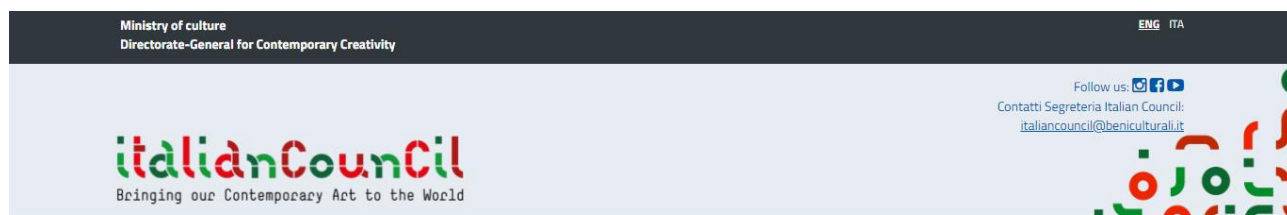
The screenshot shows the top navigation bar of the Italian Council website. On the left, it reads "Ministry of culture" and "Directorate-General for Contemporary Creativity". On the right, there are language options "ENG" and "ITA". Below the navigation bar is the Italian Council logo, which consists of the words "italianCouncil" in a colorful, stylized font, with the tagline "Bringing our Contemporary Art to the World" underneath. To the right of the logo, there are social media icons for Instagram, Facebook, and YouTube, followed by the text "Follow us:" and "Contatti Segreteria Italian Council: italiancouncil@beniculturali.it".

[HOME](#)

Thank you for your registration

A confirmation email has been sent to the specified address alicebecchien@gmail.com.

If you forget your password, it is possible to recover it.



This screenshot is identical to the one above, showing the header of the Italian Council website with the logo, navigation bar, and contact information.

[HOME](#)

Password recovery

Insert your email

[SEND](#)





DASHBOARD

Once logged in to your personal page, you'll find a dashboard to manage personal data, calls and enrollments.

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HOME

HI, ALICE BECCHI Logout


Personal Data


Call


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SUBMISSION PROCEDURE

To apply, go to the **Call** section of the dashboard, where you'll find the open calls. Please note that the three sections of the IC call won't be open at the same time, and that it is possible to apply to only one area and one action (see art.2 of the call).

The screenshot shows the Italian Council website dashboard. At the top, it says 'Ministry of culture Direzione Generale Creatività Contemporanea' and 'ENG ITA'. The main header features the 'italianCouncil' logo with the tagline 'Being our Contemporary Art to the World'. A navigation menu on the left includes 'Personal data', 'Call', 'Enrollments', and 'Logout'. The 'Call' section is active, displaying three call announcements:

- 3 - DEVELOPMENT OF TALENTS** (ANNOUNCEMENT DEADLINE 31-06-2021): Grants in support of residencies abroad. Includes a blue 'SEND APPLICATION' button.
- 2 - INTERNATIONAL PROMOTION OF ITALIAN ARTISTS, CURATORS AND CRITICS:** (STARTING 27-08-2021): Monographic exhibitions presented at international institutions. Includes buttons for 'a. Call', 'b. Regulation', and 'c. ATTACHMENTS'.
- 1 - INTERNATIONAL COMMISSIONS AND ACQUISITION OF ARTWORKS** (STARTING 24-07-2021): Proposals may focus on production and acquisition. Includes buttons for 'a. Call', 'b. Regulation', and 'c. ATTACHMENTS'.

The footer contains contact information for the Directorate-General for Contemporary Creativity, including the address (Via di San Michele, 22, 00153 Roma), director's name (Cinzia Cutala), phone number (+39 06 6723 4051), email (cg@beniculturali.it), and a MAIL CERT number. It also includes sections for 'About us', 'Regulations and circulars', 'Follow us', 'Activities', and 'News'.

Each section has a quick description of the action provided. It is possible to view and download the call and the attachments from the website too.

Please note that the attachments to be filled can be found in the Documents section of the application form.

For the open section, the deadline is indicated in blue and there is a blue button SEND APPLICATION top right.

For the closed sections, the date of opening is in grey. Deadlines are indicated at art.5 of the call and on the Italian Council 10 website.

By clicking on SEND APPLICATION you'll access to the next 4 steps.

STEP 1- Personal data

In this section it is possible to verify and/or modify personal information. The data provided in this section **MUST COINCIDE** with the data provided in the application form.

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1 REGISTRY 2 APPLICATION 3 DOCUMENTS 4 CONFIRMATION

3 - DEVELOPMENT OF TALENTS

DELETE APPLICATION

Firstname: Alice
Lastname: Becchi
Date of birth: 1985-01-25
Birth place: Padova
Fiscal Code or equivalent code:
Residence: Padova, Via Umberto I
Email: alicebecchi@gmail.com
Pec: alicebecchi@peconline.it

You can change your details here

Click here to change details

Next

STEP 2 – Introduction to application

Choose the action from the drop-down menu.

The **title** of the project must be the same as the one on the application form.

The **synopsis** of the project is a summary that includes the key elements of the proposal and presents it clearly and briefly. **Please note that this brief will be published on the website in case of selection, it is therefore recommended to take extra care as regards the clearness of the description.**

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3 - DEVELOPMENT OF TALENTS

DELETE APPLICATION

Typology *

Grant for research residencies for artists, curators, and critics at an accredited foreign site

Title * (max 150 characters)

Bando talenti en

Project summary * (max 650 characters)

Bringing our contemporary art to the world

Previous Next

Choose action

Insert title

Write a brief and short summary of the project



STEP 3 – Documents upload

The last step consists in uploading the application form and the documents, IDs and fiscal codes requested for each action.

In the **Documents** section it is possible to find the forms to submit the application, attached to the call and reachable in the Call section of the platform.

- In **Upload your application documents here** it is possible to upload the PDF or P7M (pdf) file **not exceeding 7 MB**. **The application must be signed and contain all the documents requested by the call.**

- In **Upload your ID card here** it is possible to upload the ID document (card or passport) requested for each passage (eg. applicant, project partners, artists, curators or critics involved, Museum Directors etc, according to what is requested by each action).

- In **Upload your fiscal code here** it is possible to upload the Italian Fiscal code of the artist, curator and/or critic involved in the project (for sections 1 and 2) or of the individual applicant (for section 3).

Please note that until the final submission it is possible to delete and change the documents. Maximum attention is required. Application cannot be modified after sending.

STEP 4 – Application submission

Once all the upload procedure is over, after verifying the presence of all the material requested, it is possible to finalise the submission by clicking on CONFIRM AND SEND. It is possible to modify the application before the final submission, in different moments as well.

Please note that once sent, it is no longer possible to modify the application.

The screenshot shows the 'CONFIRMATION' step of the application process. The user is logged in as Alice Becchi. The interface includes a sidebar with navigation options like 'Personal data', 'Call', 'Enrollments', and 'Logout'. The main content area displays a progress bar with four steps: 'REGISTRY', 'APPLICATION', 'DOCUMENTS', and 'CONFIRMATION'. Below the progress bar, the user's personal details and project information are shown. A 'DELETED APPLICATION' button is visible in the top right corner. A 'Confirm and send' button is located at the bottom right. Three document thumbnails (candidatura.pdf, id.pdf, tessera.pdf) are displayed under the 'Documents' section. Three orange callout boxes provide instructions: 'Possibility to delete the application' points to the 'DELETED APPLICATION' button; 'Check of the documents uploaded' points to the document thumbnails; and 'To finalise the submission' points to the 'Confirm and send' button.

Once the submission is completed a message appears and an e-mail notice is sent. It is possible to check the status of the submission at any time.

The screenshot shows the completion message on the Italian Council website. The user is logged in as Alice Becchi. The main content area displays a blue checkmark icon and the text: 'Your registration has been completed. You have successfully completed the registration to the selected call. Click here to view participation status.'

CHECK OF THE ENROLLMENTS

It is possible to view the submitted application by clicking on the ENROLLMENTS button. The blue button indicates the status of the submission that can be:

- **Sent** – Application has been submitted and pending acceptance
- **Accepted** – Application has been accepted by the DGCC
- **Registered** – Application has been registered and enclosed by the DGCC. The registration number is visible too.

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Sent ← Check of the submission status

3 - DEVELOPMENT OF TALENTS **VIEW**

Candidacy date 24-05-2021 - 15:14

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Dott. Onofrio Cutaia

Telephone number: +39 06 6723 4851
email: dg-cc@beniculturali.it

MAIL CERT: mbac-dg-cc@mailcert.beniculturali.it

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3 - DEVELOPMENT OF TALENTS

Sent 

Application status check

Application information

Date: 24-05-2021 - 15:14
Protocol number: np.




Registry

Firstname: Alice
Lastname: Becchi
Date of birth: 1985-01-25
Birth place: Padova
Fiscal Code or equivalent code:
Residence: Padova, Via Umberto I
Email: alicebecchien@gmail.com
Pec: alicebecchien@peconline.it

Project

Typology: Grant for research residencies for artists, curators, and critics at an accredited foreign site
Title: Bando talenti en
Project summary: Bringing our contemporary act to the world

Documents

 candidatura.pdf
 id.pdf
 tessera.pdf

CREDITS

Italian Council is a public funding program for contemporary art by the Directorate-General for Contemporary Creativity of the Italian Ministry of Culture

The online platform has been realised by 3d0 Srl

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