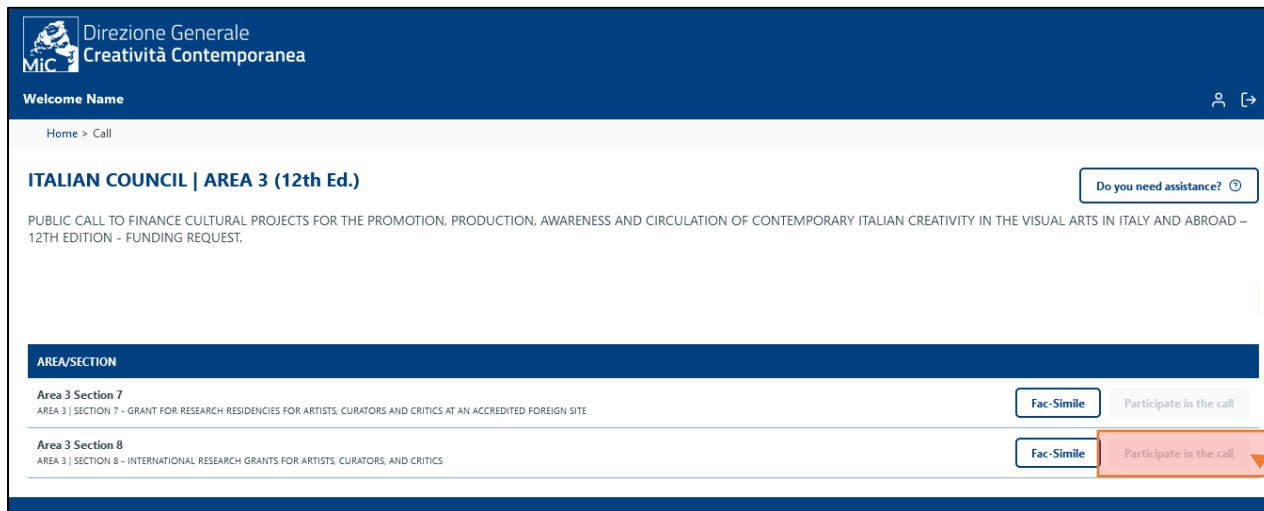


# APPLICATION GUIDE ITALIAN COUNCIL

This guide is generic and not specific to each individual Area of the call.

## Preparing your application

From the main page you can go to the page for each specific call (e.g., Italian Council - Area 3). Click on **'Participate in the call'** to start your application.

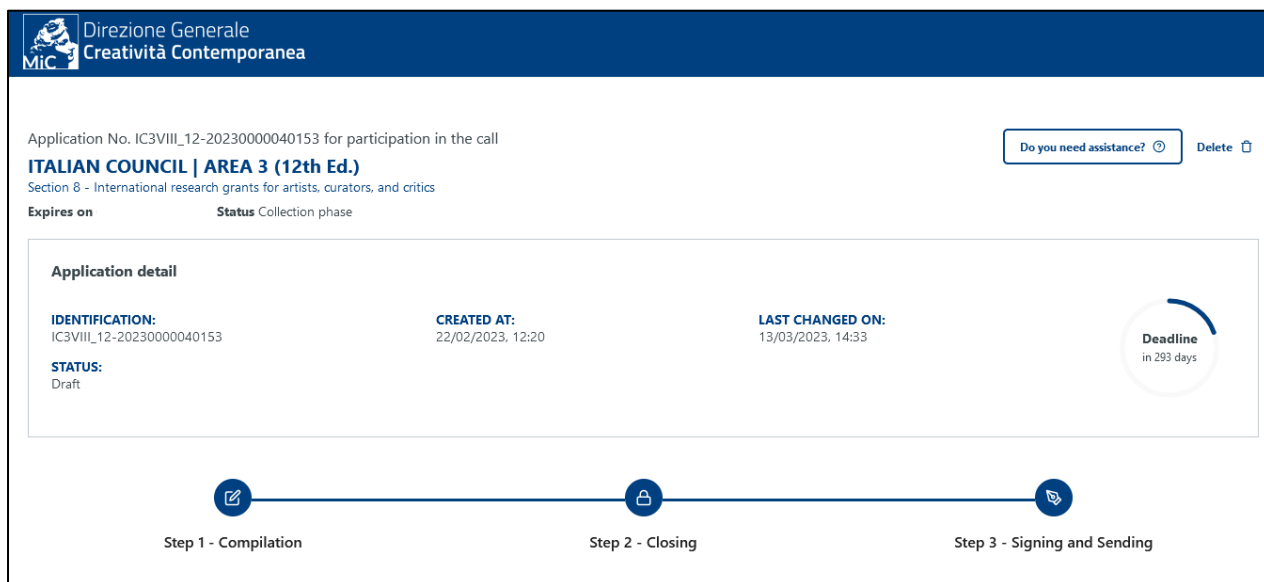


The screenshot shows the website interface for the Italian Council. At the top, there is a blue header with the logo and text 'Direzione Generale Creatività Contemporanea'. Below the header, there is a navigation bar with 'Home > Call'. The main content area is titled 'ITALIAN COUNCIL | AREA 3 (12th Ed.)' and includes a sub-header 'PUBLIC CALL TO FINANCE CULTURAL PROJECTS FOR THE PROMOTION, PRODUCTION, AWARENESS AND CIRCULATION OF CONTEMPORARY ITALIAN CREATIVITY IN THE VISUAL ARTS IN ITALY AND ABROAD - 12TH EDITION - FUNDING REQUEST.' Below this, there is a table with two rows. The first row is for 'Area 3 Section 7' and the second row is for 'Area 3 Section 8'. Each row has a 'Fac-Simile' button and a 'Participate in the call' button. The 'Participate in the call' button for Area 3 Section 8 is highlighted in orange with a red arrow pointing to it.

You immediately access the page for filling in the application.

The **3 steps** are outlined in the image below. The procedure consists of:

**1. Compilation** --- **2. Closing** (and data verification) --- **3. Signing and Sending**.



The screenshot shows the application page for the Italian Council. At the top, there is a blue header with the logo and text 'Direzione Generale Creatività Contemporanea'. Below the header, there is a navigation bar with 'Home > Call'. The main content area is titled 'ITALIAN COUNCIL | AREA 3 (12th Ed.)' and includes a sub-header 'Section 8 - International research grants for artists, curators, and critics'. Below this, there is a table with two rows. The first row is for 'Area 3 Section 7' and the second row is for 'Area 3 Section 8'. Each row has a 'Fac-Simile' button and a 'Participate in the call' button. The 'Participate in the call' button for Area 3 Section 8 is highlighted in orange with a red arrow pointing to it. Below the table, there is a section titled 'Application detail' with the following information: 'IDENTIFICATION: IC3VIII\_12-20230000040153', 'CREATED AT: 22/02/2023, 12:20', 'LAST CHANGED ON: 13/03/2023, 14:33', and 'STATUS: Draft'. To the right of this information is a circular progress indicator labeled 'Deadline in 293 days'. Below the application detail section, there is a horizontal timeline with three steps: 'Step 1 - Compilation', 'Step 2 - Closing', and 'Step 3 - Signing and Sending'. Each step is represented by a circular icon and a label.

Each step is activated when the previous step is completed.

Please note that it is not possible to go back after the application has been closed.

Home > Application

Step 1 - Compilation      Step 2 - Closing      Step 3 - Signing and Sending

**Step 1 - Compilation**

During this step you will be guided in the compilation of the application. Once all the data required by all the subsections in the list below have been completed/verified, all the traffic light indicators turn green and it is possible to proceed with Step 2 to close the application.

Chapter/Module	Type	Status	
Personal data and requests	Online	●	<a href="#">Edit</a>
Project proposal	Online	●	<a href="#">Edit</a>
Production schedule	Online	●	<a href="#">Edit</a>
Economical request	Online	●	<a href="#">Edit</a>

**Step 2 - Closing**

Now that all parts of the application have been completed, you can proceed to the closing phase of the application.

In order to proceed with closure, **you must print out the application** to check that it is correct.

[Print application](#)

ⓘ If the data entered in the printout are not correct, the corresponding sections of Step 1 must be edited.

Step 3 - Signing and Sending 🔒 Locked

## Lights:

- **RED**: section not completed.
- **YELLOW**: section incomplete.
- **GREEN**: section completed.

## Step 1 - Compilation

Filling in the application is divided into 4 sub-steps:

- Personal data and requests**, in which the data of the applicant, partners and self-declarations are filled in.
- Project proposal** in which the content of the proposal is filled in.
- Project schedule**.
- Economical Request** (Area 3 of the call) or Project budget (Areas 1 and 2 of the call).

The actions are independent, so they do not necessarily have to be completed one after the other. Asterisks indicate mandatory information. Please note that the system saves each step by clicking on **'Save'** and the filling in can be resumed at any time until the application is closed.

### a) Personal data and requests

Part of the data is taken automatically from the registration and should always be checked and updated if necessary.

Application No. IC3VIII\_12-20230000040153 for participation in the call  
**ITALIAN COUNCIL | AREA 3 (12th Ed.)**  
 Section 8 - International research grants for artists, curators, and critics  
 Expires on 01/01/2024, 00:00 Status Collection

[Do you need assistance?](#)

**Step 1 - Filling out - Personal data and requests**

✓ All data in the section **Personal data and requests** are completed. Please use the link [Back](#) at the top left to return to the general application page and continue filling in the form

**Personal data**

The undersigned (First and Last Name) \*

First and Last Name  As Known As (AKA)

Born in \*  Citizenship \*

Place of birth  Citizenship

Birth date \*  Personal fiscal number or fiscal code \*

01/01/1990  ABC1234567890

**Attachment**

Identity card \*  [Add](#)  Personal fiscal number or fiscal code \*  [Add](#)

documento-1.pdf  documento-2.pdf

**Residence data**

City \*  Address \*  N° \*

City  Address  123

**- Cultural partner(s) and Project partner(s)**

Templates of the letter of intent and/or the partnership agreement can be found in the partner sections.

Clicking on 'Add +' opens a pop-up window.

Direzione Generale  
Creatività Contemporanea

Collective

**Declares**

that will make use of the collaboration of the following cultural partner(s) for the promotion of the project:

Cultural partner(s) *					
NAME OF CULTURAL PARTNER	LEGAL FORM	COUNTRY	CITY	WEB SITE	GENERAL INFO

It also declares that it has drafted and signed the motivation letter required under Article 24.2.3 letter C of the call \*

documento-1.pdf Add

**Create item**

Name of cultural partner \*

Legal form \*

Country \*

City \*

Web site \*

General Info \*

Max length 1000 characters

Attach below the letter of invitation

[Download Form C - Letter of intent](#)

Letter of intent \*

Add +

Cancel Create

After filling in the popup window, download and fill in the document requested according to the indications in Art. 2 of the call (e.g., cultural partner: 'Form C - Letter of intent'). Then, you must upload the document by clicking on "Add +". Finally, click on 'Create' to save all the information. After filling in the pop-up window, the list of partners entered will appear:

Direzione Generale  
Creatività Contemporanea

Collective

**Declares**

that will make use of the collaboration of the following cultural partner(s) for the promotion of the project:

Cultural partner(s) *					
NAME OF CULTURAL PARTNER	LEGAL FORM	COUNTRY	CITY	WEB SITE	GENERAL INFO
Name of cultural partner 1	legal form	Country	City	www._____.com	Information about the cultural partner to understand its role in the project. Describe its activities with a focus on those carried out in the field of contemporary art/culture/creativity, with particular reference to Article 2 of the call. (max. 1,000 characters including spaces)
Name of cultural partner 2	legal form	Country	City	www._____.com	Information about the cultural partner to understand its role in the project. Describe its activities with a focus on those carried out in the field of contemporary art/culture/creativity, with particular reference to Article 2 of the call. (max. 1,000 characters including spaces)

It also declares that it has drafted and signed the motivation letter required under Article 24.2.3 letter C of the call \*

documento-1.pdf Add

Note: this step is valid in all the Areas, both for project partners and cultural partners (with the necessary differences for each case).

In the case of project partners (where applicable): first, the data requested in the popup window must be filled in; then the project partner's **'Form D - Personal data request'** must be downloaded, filled in and uploaded. Finally, click on **'Create'** to save all the information.

After uploading the required information on the project partner(s), you will be able to download the **'Form B - Partnership agreement'**. The form must be downloaded, filled in and uploaded.

**ATTENTION!** To keep the entered information in **'Personal data and requests'** section saved, click on **'Save'**.

The system notifies the error if the application is not filled in and all elements are duly ticked.

Direzione Generale  
MIC Creatività Contemporanea

**Commits to**

to accept and respect, from this moment, all clauses in the call for itself and for the other parties directly involved in the project;  
Required

Furthermore, having taken note of the information provided pursuant to art. 13 of Italian Legislative Decree no. 196/2003, as amended by Italian Legislative Decree no. 101/2018, and art. 13 of Regulation (EU) no. 679/2016 (complete privacy policy [here](#))

AUTHORIZES the processing of personal data in the manner and within the limits set out in the aforementioned information including those considered as special categories of data.

**Authorizes**

**Declares**

that all the information indicated in the proposal is true;

to possess the requisites for participation outlined in art. 4 of the call;

to be aware that the loss of any one of these requisites or failure to respect any of the conditions and/or instructions contained in the call, will imply the complete and/or partial revocation of any financial contribution and the consequent obligation to return any sums received;

to have no pending legal procedures;

to have not received criminal convictions from a court of law;

that it is not subject to sanctions banning them from public office or other sanctions that make it impossible for them to enter into a contract with the Public Administration;

to be in compliance with all obligations relative to the payment of duties, taxes and contributions in accordance with all applicable legislation.

Save

Once everything is filled in, the light will be green.  
To go back, return to the top and click on '**Back**'.

Section saved.

MIC Creatività Contemporanea

Welcome Name

Home > Application

[← Back](#)

Application No. IC3VIII\_12-20230000040153 for participation in the call  
**ITALIAN COUNCIL | AREA 3 (12th Ed.)**  
Section 8 - International research grants for artists, curators, and critics  
Expires on 01/01/2024, 00:00 Status Collection phase

Do you need assistance?

**Step 1 - Filling out - Personal data and requests**

✓ All data in the section Personal data and requests are completed. Please use the link < Back at the top left to return to the general application page and continue filling in the form

**Personal data**

The undersigned (First and Last Name) \*

First and Last Name  At Known As [AKA]

Born in \*  Citizenship \*

Place of birth  Citizenship

Birth date \*  Personal fiscal number or fiscal code \*

01 / 01 / 1990  ABC1234567890

**Attachment**

Identity card \*  Add

documento-1.pdf  Personal fiscal number or fiscal code \*

documento-2.pdf

**Residence data**

## b) Project proposal

The project proposal must be completed following the instructions given by the Tender Portal, which vary for each section, and observing the requirements of the call for proposals. Please note once again that asterisks indicate mandatory fields.

The screenshot shows the 'Step 1 - Filling out - Project proposal' section of the application form. At the top, it identifies the 'Direzione Generale Creatività Contemporanea' and the 'ITALIAN COUNCIL | AREA 3 (12th Ed.)'. A green notification bar states: 'All data in the section Project proposal are completed. Please use the link < Back at the top left to return to the general application page and continue filling in the form'. The form includes a 'Project title' field, a 'Brief description of the research project' text area (with a 134-character limit), and three expandable sections: 'Information about the applicant', 'Detailed information about the proposal', and 'Proposal of activities and events'. A 'Save' button is located at the bottom right.

### - Proposal of activities and events

To upload activities or events, click on 'Add +' in the 'Proposal of activities and events' section.

This screenshot displays the 'Proposal of activities and events' section. It contains a table with columns for 'TITLE', 'TYPE', 'VENUE', 'PLANNED DATES', and 'SHORT DESCRIPTION'. An 'Add +' button is highlighted in the top right corner of the table. Below the table, there is a section for 'Possible publications/fanzines project' with its own 'Add +' button and a 'Save' button at the bottom right.

A pop-up window appears in which to enter details. Click on 'Create' to save the information.

The 'Create item' pop-up window is shown over the main form. It contains the following fields: 'Title \*', 'Type \*', 'Venue \*', 'Planned dates \*', and 'Short description \*'. The 'Short description' field has a note: 'Max length 1000 characters'. At the bottom of the window are 'Cancel' and 'Create' buttons.

After filling in the pop-up window, a list of activities will appear. Remember to click 'Save' after completing Step 2.

### c) Production schedule

To fill in the time schedule, follow the instructions. After filling in the description of all the scheduled activities, fill in the Gantt chart by clicking on 'Add +'.

Click on 'Add +' to enter one or more times of the activity, and then click on 'Save'.

Once each activity has been completed, the full diagram will be displayed.

**Direzione Generale**  
**MIC 3** **Creatività Contemporanea**

Welcome Name

Home > Application

### Step 1 - Filling out - Production schedule

✓ All data in the section **Production schedule** are completed. Please use the link < Back at the top left to return to the general application page and continue filling in the form

**Describe all the activities planned over the months**  
Describe all the activities planned over the months. The activities will be detailed in the Gantt chart below.  
Describe all the activities planned over the months \*

Describe all the activities planned over the months. The activities will be detailed in the Gantt chart below. Please note that projects cannot be started before 30 June 2023 and must be completed by 31 August 2024. (max. 2000 characters including spaces)

(used 255 of 2000 characters, white spaces included)

Add

Activity	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	
Activity name 1															
Activity name 2															
Activity name 3															

Please note that projects cannot be started before 30 June 2023 and must be completed by 31 August 2024.

Save

## d) Economical request (Area 3) / Project budget (Areas 1 and 2)

For Area 3, simply enter the amount of the requested grant and click on the outline expenses for which you intend to apply for support. Include other grants or scholarships, if any.

**Direzione Generale**  
**MIC 3** **Creatività Contemporanea**

### Step 1 - Filling out - Economical request

✓ All data in the section **Economical request** are completed. Please use the link < Back at the top left to return to the general application page and continue filling in the form

Amount requested for residence support \*

9500

(max €10,000,00/ ten thousand euros)

Expenses envisaged for the research

The indication of expenses is useful for the Jury to assess the adequacy of the Grant requested.  
Flag the expenses that will be covered by the grant:

Expenses envisaged for the research \*

Costs associated with the hours of research work by the applicant

Travel, transport and accommodation costs (including visa and health insurance)

Expenses for promotional and return activities and/or events related to the project

Communication costs (press office, social media management, photo and video documentation, etc.)

Expenses for the realisation of a small publication/fanzine project of the research results

Other

Other expenses type \*

Other: please specify, if any. (max. 500 characters including spaces)

(used 69 of 500 characters, white spaces included)

Any other active scholarships, grants or research grants

Any other active scholarships, grants or research grants for the same project

Any other active grants Add +

TYPE OF GRANT	AWARDING INSTITUTION	AMOUNT
e.g. Scholarship	Name of the institution	1000



For Areas 1 and 2, the project budget must be completed by carefully following the instructions. For each category enter the individual **cost items** ('**Voce di costo**') by clicking on "**Add +**".

Direzione Generale  
MIC 2 Creatività Contemporanea

**ITALIAN COUNCIL | AREA 1 (12th Ed.)**  
Section 1 - International commissions and acquisition of artworks  
Expires on 1/1/2024, 12:00 AM Status Collection phase

**Step 1 - Filling out - Project budget**

✓ All data in the section **Project budget** are completed. Please use the link < **Back** at the top left to return to the general application page and continue filling in the form

**IMPORTANT:**

- This form must be filled out exclusively in Italian.
- The costs for which funding is requested, and the costs co-funded by the applicant shall be clearly specified.
- The artist's fee must be max. 10% of the total budget. The artist's fee is not allowed if only the acquisition of the artwork is requested

**Costi di produzione o di acquisizione** + Add

Voce di costo	Importo finanziamento richiesto	Co-finanziamento	
Costi materiali di produzione o costo di acquisizione opera	1.000,00 €	1.000,00 €	<input type="checkbox"/> <input type="checkbox"/>
Fee artista (max. 10% del budget totale. Non ammesso in caso di sola acquisizione dell'opera)	0,00 €	0,00 €	<input type="checkbox"/> <input type="checkbox"/>
Personale tecnico	0,00 €	0,00 €	<input type="checkbox"/> <input type="checkbox"/>
Spese di viaggio e alloggio per sopralluoghi o ricerche	0,00 €	0,00 €	<input type="checkbox"/> <input type="checkbox"/>
<b>Totale</b>		1.000,00 €	1.000,00 €
			2.000,00 €

**Spese per il personale di supporto al progetto (max 25% del budget totale)** + Add

Voce di costo	Importo finanziamento richiesto	Co-finanziamento	
Compenso curatore	0,00 €	0,00 €	<input type="checkbox"/> <input type="checkbox"/>
Compenso project manager	0,00 €	0,00 €	<input type="checkbox"/> <input type="checkbox"/>

For each cost item indicate: the name of cost item ('**Voce di costo**'), the amount of funding requested ('**Importo finanziamento richiesto**'), any co-financing ('**Importo co-finanziato**'). Once you have entered this information, click on '**Salva**' ('**Save**').

Note: please enter the amounts without separator points.

costo co-finanziate dal proponente.  
nesso in caso di sola acquisizione dell'opera

**Gestisci una voce di costo** ×

Voce di costo \*  Importo finanziamento richiesto \*  €

Importo co-finanziato \*  €

**Salva**

Please note that the tender Portal notifies you when the limits imposed by the call are not respected.

E.g. (see the image below) **‘Errore nella ripartizione degli importi’** (‘Error in the allocation of amounts’); **‘Il finanziamento del soggetto proponente deve essere almeno il 20% del totale’** (‘The funding of the individual or lead applicant must be at least 20% of the total amount’); **‘Contingency (imprevisti) non deve essere superiore al 5% del budget totale’** (‘Contingency cost item must not exceed 5% of the total budget’)

Modellazione	1,000,00 €	0,00 €	
Totale			
	1,000,00 €	0,00 €	1,000,00 €
<b>Contingency (Imprevisti) [max 5% totale]</b> + Aggiungi			
Voce di costo	Importo finanziamento richiesto	Co-finanziamento	
Imprevisti	5,000,00 €	0,00 €	
Totale			
	5,000,00 €	0,00 €	5,000,00 €
<b>Altro</b> + Aggiungi			
Nessuna voce di costo presente			
<b>Totale</b>			
	61,000,00 €	15,000,00 €	76,000,00 €

▲ Errore nella ripartizione degli importi

▲ Il finanziamento del soggetto proponente deve essere almeno il 20% del totale.

▲ Contingency (imprevisti) non deve essere superiore al 5% del budget totale.

[Salva](#)

If the budget is correct, the light turns on green.

Section saved.

L'Creatività Contemporanea
👤

Home > Application

< Back
Do you need assistance? ⓘ

Application No. IC11\_12-20230000033929 for participation in the call  
**ITALIAN COUNCIL | AREA 1 (12th Ed.)**  
 Section 1 - International commissions and acquisition of artworks  
 Expires on 1/1/2024, 12:00 AM Status Collection phase

**Step 1 - Filling out - Project budget**

✔ All data in the section **Project budget** are completed. Please use the link: **< Back** at the top left to return to the general application page and continue filling in the form

**IMPORTANT:**

- This form must be filled out exclusively in Italian.
- The costs for which funding is requested, and the costs co-funded by the applicant shall be clearly specified.
- The artist's fee must be max. 10% of the total budget. The artist's fee is not allowed if only the acquisition of the artwork is requested

Costi di produzione o di acquisizione	Importo finanziamento richiesto	Co-finanziamento	+ Add
Voce di costo			
Costi materiali di produzione o costo di acquisizione opera	1,000,00 €	1,000,00 €	📄 🗑️
Fee artista (max 10% del budget totale. Non ammesso in caso di sola acquisizione dell'opera)	0,00 €	0,00 €	📄 🗑️
Personale tecnico	0,00 €	0,00 €	📄 🗑️
Spese di viaggio e alloggio per sopralluoghi o ricerche	0,00 €	0,00 €	📄 🗑️

## Step 2 - Closing

Once everything is filled in and all the lights are green, please proceed to check your data and close the application to sign and send it off. It is then necessary to click on **'Print application'**.

The system creates a PDF file (to see what the final application will look like, see the **'FAC-SIMILE'** file on the main page of the call).

If there are further changes to be made, simply go back to **'Step 1 - Compilation'** and make your corrections.

The screenshot shows a web interface with three tabs: 'Step 1 - Compilation', 'Step 2 - Closing', and 'Step 3 - Signing and Sending'. The 'Step 2 - Closing' tab is active. It contains a table with the following data:

Chapter/Module	Type	Status	
Personal data and requests	Online	●	<a href="#">Edit</a>
Project proposal	Online	●	<a href="#">Edit</a>
Production schedule	Online	●	<a href="#">Edit</a>
Economical request	Online	●	<a href="#">Edit</a>

Below the table, there is a section titled 'Step 2 - Closing' with the following text: 'Now that all parts of the application have been completed, you can proceed to the closing phase of the application. In order to proceed with closure, **you must print out the application** to check that it is correct. If the data entered in the printout are not correct, the corresponding sections of Step 1 must be edited.' A button labeled 'Print application' is highlighted with an orange box and an arrow.

If everything is ok, proceed to the next step by clicking on **'Close application'**.

**ATTENTION! Once you have clicked on 'Close application', you will no longer be able to modify it.**

The screenshot shows the same web interface as above, but with the 'Close application' button highlighted with an orange box and an arrow. The 'Print application' button is still visible. Below the 'Print application' button, there is a section titled 'Step 2 - Closing' with the following text: 'Now that all parts of the application have been completed, you can proceed to the closing phase of the application. In order to proceed with closure, **you must print out the application** to check that it is correct. If the data entered in the printout are not correct, the corresponding sections of Step 1 must be edited. If the data entered in the printout is correct, it can be closed. Once the application is closed, you can access Step 3 for signing the self-declaration and sending the application.' A button labeled 'Close application' is highlighted with an orange box and an arrow. At the bottom, there is a warning message: 'No changes can be made after the application has been closed.'

## Step 3 - Signing and Sending

In this step you must download the **self-certification** concerning the truthfulness of everything in the application and sign it.

In case of a non-digital signature, you must also upload **a copy of a valid ID of the signatory**, i.e. the legal representative of the individual or lead applicant.

The screenshot shows the 'Step 3 - Signing and Sending' section of the application process. At the top, there is a header for 'Direzione Generale Creatività Contemporanea' and 'Economical request'. Below this, a progress bar indicates 'Step 2 - Closing' is completed. The main content area contains instructions for signing and sending the application, including a warning: 'ATTENTION! Failure to sign the self-certification form will result in the application not being processed.' There are two file upload fields: one for 'Download self-certification' and another for 'Attach document'. A 'Submit' button is located at the bottom right.

Once you have clicked on '**Submit**', you can view the application summary page including: **identification number, date and time of submission, protocol no.** and other information. From this page you can review your application and the uploaded documents; you can also monitor the progress of your application.

The screenshot shows the application summary page. It includes the header 'Direzione Generale Creatività Contemporanea' and 'Welcome Name'. The main content area displays the application details for 'Application No. IC3VIII\_12-20230000040153 for participation in the call ITALIAN COUNCIL | AREA 3 (12th Ed.)'. The details include: 'IDENTIFICATION: IC3VIII\_12-20230000040153', 'SENT ON: 13/03/2023, 16:35', 'CREATED AT: 22/02/2023, 12:20', 'PROTOCOL NO.: MIC|MIC\_DG-TU-TEST|13/03/2023|0000271-A', and 'LAST CHANGED ON: 13/03/2023, 16:35'. The status is 'Send'. There are two expandable sections: 'APPLICATION AND PHOTO DOCUMENTATION' and 'OTHER DOCUMENTS AND ANNEXES'.

## Main page ('My calls')

The personal main page ('My calls') is the interface between the user and the DGCC. In addition to viewing all the open calls for proposals, you can check the status of your submitted applications and edit those still in draft form.

The statuses are:

- **Send:** by clicking on '**View Detail**', you can see the details of the submitted application.
- **Draft:** by clicking on '**View Detail**', you can edit your application until the deadline.

The screenshot shows the user interface for 'My calls' and 'My applications'. The top navigation bar includes the logo for 'Direzione Generale Creatività Contemporanea' and 'MIC'. Below the navigation bar, there is a 'Home' link and a 'Welcome Name' greeting. The main content area is divided into two sections: 'My calls' and 'My applications'. The 'My calls' section displays three call cards, each with a title, expiration date, and status (Collection phase). Each card has 'Show announcement' and 'Show detail' buttons. The 'My applications' section displays a single application card with details such as 'Area 3 Section 8', 'Title ITALIAN COUNCIL | AREA 3 (12th Ed.)', and 'Created by: Name Surname | Identifier IC3VIII\_12-20230000040153'. The application card has a 'Send' status indicator and a 'View Detail' button. An orange arrow points to the 'Send' status indicator, and an orange box highlights the 'View Detail' button.