**ATTACHMENT 1**

**FUNDING REQUEST FORM**

**Area 1 – International commissions and acquisition of artworks**

TO THE MINISTRY OF CULTURE

The Directorate-General for Contemporary Creativity

Via di San Michele, 22 – 00153 Rome, Italy

**OBJECT**: ITALIAN COUNCIL PROJECT. 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 – 10th EDITION - FUNDING REQUEST.

|  |
| --- |
| **AREA OF ACTION N° 1** - **International commissions and acquisition of artworks** |
| **□**  Production and acquisition of new artworks with related international promotion  **□**  Acquisition of works whose execution dates back to less than 50 (fifty) years with related   international promotion |
| **PROJECT TITLE** |
| [ enter here ] |
|  |
| **NAME OF INDIVIDUAL OR LEAD APPLICANT** |
| [ enter here ] |
|  |
| **NAME OF PROJECT PARTNER(S)** |
| [ enter here ] |
|  |
| **ARTIST** |
| [ enter here ] |
|  |
| **MUSEUM OR THE ITALIAN PUBLIC COLLECTION HOST THE ARTWORK** |
| [ enter here ] |
|  |
| **NAME OF CULTURAL PARTNER(S)** |
| [ enter here ] |
|  |
| **NAME OF SPONSOR(S)** |
| [ enter here ] |
|  |
| **TOTAL PROJECT COST** € [ enter here ] |
| **QUOTA FINANCED BY THE ITALIAN COUNCIL CALL** € [ enter here ] |
| **QUOTA CO-FINANCED BY THE APPLICANT** € [ enter here ] |

The undersigned **[First and Last Name]** legal representative of **[Applicant’s name]** legally headquartered in **[Country]**, **[City]**, street **[address]**, n. **[n.]**

Legal form **[public entities / foundation / association / etc.]**:

Lead Applicant’s Tax Code/VAT number:

Telephone n.:

Email:

Registered email:

**REQUESTS**

funding for a cultural project that promotes the production, awareness and circulation of contemporary Italian creativity in the visual arts in Italy and abroad, as part of the Italian Council Project (10th edition, 2021), as an individual applicant or in partnership with

**[ Name of Project Partner(s), Legal Form, Registered Office and Operational Headquarters (if they don't match) ]**,

declares that will make use of the collaboration of the following cultural partners for the promotion of the project:

**[ Name of Cultural Partner(s), Legal Form, City, Country ]**,

**DECLARES**

to accept and respect, from this moment, all clauses in the call

**AUTHORISES**

the Directorate-General for Contemporary Creativity to publish a description of the project via its information channels, pursuant to art. 10 of the call.

**DECLARES**

to assume responsibility for paying the remaining sum, equivalent to at least 20% (twenty percent) of the total cost of the project, using its own funds or with the support of the following project sponsors:

**[ Name of Sponsor(s) ]**

**COMMUNICATES**

that in the event funding is awarded,

□ a request will be made

□ no request will be made

of an advance payment up to a maximum of 35% (thirty-five percent) of the funding for the project’s production, upon presentation of a bank or insurance guarantee; non-residents of Italy must present an analogous guarantee or collateral agreement for a sum equivalent to the advance payment (art. 17.4.1 of the call). Italian public entities are exempted from the presentation of the guarantee.

Please note that, should the granted funding be less than € 50.000,00 (fifty thousand Euro), it will be possible to receive an advance payment of 20% (twenty percent) of the funding for the start of the project’s production, without supplying guarantees or other collateral agreement (art. 17.4.1 of the call).

**DECLARES**

pursuant to art. 46 of the Unified Text (T.U.) approved with D.P.R. 445/00, under its own personal responsibility, and aware of the content of art. 75 of the aforementioned T.U., and the sanctions foreseen by art. 76 of the T.U. respectively in the event of false declarations or of mendacious actions and declarations:

* that all the information indicated in the proposal is true;
* to possess the requisites for participation outlined in art. 4 of the call;
* that any project partners and artists/curators/critics directly involved in the project 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;
* that the legal representative and any members of the B.O.D. face no pending legal procedures;
* that the legal representative and any members of the B.O.D. of any project partners face no pending legal procedures;
* that the legal representative and any members of the B.O.D. have not received criminal convictions from a court of law;
* that the legal representative and any members of the B.O.D. of any project partners have not received criminal convictions from a court of law;
* that the legal representative and any members of the B.O.D. are 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;
* that the legal representative and any members of the B.O.D. of any project partners are 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;
* that the subject represented is up to date with all obligations relative to the payment of duties, taxes and contributions in accordance with all applicable legislation;
* that the subject represented and any project partners are non-profit organisation.

**ATTACHMENTS**

* **Consent to Process Personal Data**
* **Project Proposal**
* **Project Budget**
* **Documents**:

1. Copy of a valid ID document of legal representative of the individual or lead applicant.
2. Any partnership agreement signed by the legal representatives of all involved parties, as detailed in art. 2 of the call. If the lead applicant is Italian, the agreement is mandatory.
3. Copy of a valid ID document and taxpayer ID of the artist promoted by the project. In the case of an artist no longer living, the document may be substituted by the applicant’s declaration certifying, under his or her own responsibility, the requisites of the artist in question.
4. Under penalty of exclusion, joint declaration by the artist, applicant or lead applicant and the Director of the Museum or Public Collection, relative to the transfer of the rights of economic use of the artwork to the host museum, with the signers’ ID documents attached. In the case of an artist no longer living, the signer of the joint declaration will be the holder of the rights to that artist’s artwork; in the event of several heirs, a delegation of powers signed by all the heirs is required, to be attached to the documentation (see Form A).
5. Any letters of commitment to promote the project by each of the involved cultural partners, as detailed in art. 2 of the call.

Place and Date  **Stamp and Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**N.B.:**

**Upon penalty of exclusion, the funding request must be signed by the applicant’s legal representative (art. 5 of the call).**

**CONSENT TO PROCESS PERSONAL DATA**

**(According to Italian Legislative Decree 196/2003 and European General Data Protection Regulation 2016/679)**

The undersigned [**First and Last Name**], born in [**place of birth**], on the [**date of birth**] legally headquartered in [**City**] , Street ….……………………………… n. ….………

Tax Code ….………………………………

as Applicant for the “Italian Council” Call (10th edition, 2021)

**AUTHORISES**

**in compliance with the Article 7 et seq. of the** GDPR 679/16 – “European regulation on the protection of personal data”**, to use and process the personal data contained in this document,** including those considered as special categories of data, in full compliance with the information note below.

**Place and Date**  **Read, approved and undersigned**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Information note pursuant to Article 13 of European General Data Protection Regulation 2016/679**

**1) Data Controller**

The Data Controller is the Ministry of Culture, headquartered in via del Collegio Romano 27, 00186 Rome, Italy; email: [urp@benculturali.it](mailto:urp@benculturali.it).

**2)** **Responsible for Processing**

The Responsible for Processing is the Directorate-General for Contemporary Creativity (hereinafter “DGCC”), headquartered in via di San Michele 22 – 00153 Rome, Italy; email: [dg-cc@beniculturali.it](mailto:dg-cc@beniculturali.it).

**3) Data Protection Officer (DPO)**

Pursuant to Article 37 of the Regulation, the Data Protection Officer (DPO) is Dott. Stefano Vitali, Director of the Central Archives of the State, e-mail: [rpd@beniculturali.it-](mailto:rpd@beniculturali.it-) via del Collegio Romano 27, 00186 – Rome, Italy.

**4) Why We Require Your Data**

Provision of personal data is necessary for the purpose of obtaining authorization to correctly use the data and images relating to the participation in "Italian Council” Call (10th edition, 2021).

The processing of personal data is carried out on the basis of Article 6(1)(e) of the GDPR, as it is connected with the exercise of public authority conferred on the Ministry of Culture.

The provision of personal data for the purpose listed above is mandatory. Not providing the data will cause the inadmissibility of the submitted proposal.

**5) Where and How We Process and Conserve your Data**

Personal data are processed automatically at the Data Controller’s headquarters only for the period of time strictly necessary to fulfil the objectives for which this data was collected and processed, with respect to principles of confidentiality and security provided for by current legislation. Specific technical and organizational security measures are adopted to protect the information against alteration, destruction, loss, theft or improper or illegitimate use.

**6) How Long We Keep your Data**

The processed data shall be kept on the DGCC digital system only for the period of time necessary to carry out all the activities related to the participation to the "Italian Council” Call (10th edition, 2021), and in any case until the complete implementation and conclusion of the project.

**7) Your Rights**

You have the right to access, rectify, delete, transform or restrict your personal data, or to oppose the processing of this data (Art. 15 et seq. of the Regulation). Request must be addressed to the to the Ministry of Culture - Data Protection Officer (DPO), via del Collegio Romano 27, 00186 – Rome, Italy, email: [rpd@beniculturali.it](mailto:rpd@beniculturali.it).

**8) Rights to Complain**

If you believe that the processing of your personal data is in breach of the provisions of the Regulation, you have the right to complain to the Italian Data Protection Authority, as provided for by art. 77 of the Regulation itself, or to take legal action (art. 79 of the Regulation). Further information on your rights regarding the protection of your personal data can be found on Italian Data Protection Authority’s website: [www.garanteprivacy.it](http://www.garanteprivacy.it) .

**The undersigned hereby declares to have received the above information**.

**Place and Date**  **Stamp and Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**N.B:**

**The authorization and the information note must be signed by all of the legal representatives of the implementing subjects, i.e.: individual applicant or lead applicant and project partner(s).**

**PROJECT PROPOSAL AND PROJECT BUDGET**

**(Section I, art. 17.2.1 and 17.2.2 of the call)**

1. **Project Proposal**(fill in the boxes under indication)

|  |  |
| --- | --- |
| **Section a)** – **Project summary (max. 1,000 characters including spaces)** | |
| **1** | **Project title** |
| **2** | Brief description of the project, clearly listing:   * project abstract; * the artist to be promoted; * the artwork to be created or acquired, clearly indicating the number of pieces or planned pieces; * valorisation, promotion, and dissemination activities abroad; * the Italian museum or public collection identified to host the artwork.   **Please note that the information published on the DGCC website will be based on this section.** |

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| **Section b)** – **Information about the involved subjects and the international network** |
| Brief bio with link to the reference website of Individual or Lead Applicant (max. 1,000 characters including spaces) |
| Brief bio with link to the reference website of the artist to be promoted (max. 1,000 characters including spaces) |
| Brief bio with link to the reference website of any project partner(s) (max. 1,000 characters including spaces per subject) |
| Brief bio with link to the reference website of any cultural partner(s) (max. 1,000 characters including spaces per subject) |
| Brief bio with link to the reference website of any sponsor(s) (max. 1,000 characters including spaces per subject) |

|  |
| --- |
| **Section c)** – **Detailed information about the project proposal (max. 4,000 characters including spaces)** |
| Detailed and clear description of the project, including any images |
| Technical data sheet of the artwork to be produced or acquired, clearly indicating:   * Title * Number of pieces * Medium * Dimensions * Technical characteristics |
| Means of the exhibition |

|  |
| --- |
| **Section d)** - **Valorisation, promotion, and dissemination activities abroad (max. 2,000 characters including spaces)** |
| Exhibition, event or activity where the artwork(s) will be presented abroad, and/or related to the production of the artwork (i.e. temporary monographic and group exhibition, talk, workshop, etc.). For each event please specify:   * Title * Location * Scheduled dates * Brief description |

|  |
| --- |
| **Section e) – Valorisation activities in Italy (max. 2,000 characters including spaces)** |
| Event or activity where the artwork(s) will be presented in Italy, and/or related to the production of the artwork (i.e. project rooms, theme exhibitions. talk, workshop, etc.). For each event please specify:   * Title * Location * Scheduled dates * Brief description |

|  |
| --- |
| **Section f) – Communication strategy (max. 2,000 characters including spaces)** |
| Information about the national and international communication strategy, including printed press, radio, TV, web, social media, advertising, press conferences, etc. |

|  |
| --- |
| **Section g) – Proposal for a catalogue, where applicable (max. 2,000 characters including spaces)** |
| Please specify:   * Curator(s) * Author(s) * Contents * Publisher |

|  |
| --- |
| **Section h) – Reserved for site-specific artworks: verification of feasibility with authorities having jurisdiction in matters of heritage, for example art. 21, art. 45 and art. 146 and successive of Legislative Decree n. 42/2004, as amended. Please attach:** |
| Preliminary opinion from the local Soprintendenza Archeologia Belle Arti e Paesaggio |
| Eventual preliminary opinion of landscape compatibility |
| Positive preliminary opinion from Municipal Authorities |

|  |
| --- |
| **Section i) – Production Schedule** |
| Description of all planned project tasks from the first to the eighteenth month (Gantt chart with generic months: month 1, month 2, month 3, etc.), using the following model |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Tasks** | **Month 1** | **Month 2** | **Month 3** | **Month 4** | **Month 5** | **Month 6** | **[…]** | **Month**  **16** | **Month 17** | **Month 18** |
| Task 1 |  |  |  |  |  |  |  |  |  |  |
| Task 2 |  |  |  |  |  |  |  |  |  |  |

1. **Project Budget**

For each cost area (A, B, C, etc.) specify the detailed individual sub-items (A1, A2, etc.).

The number of rows can be modified: please enter all the cost items needed to carry out the project. **Eligible costs are indicated in art. 17.1 of the call**.

**N.B:**

* **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.

|  |  |  |
| --- | --- | --- |
| **Costi del progetto** | **Italian Council** | **Proponente** |
| **A. Costi di produzione o di acquisizione** | |  |
| A1. Costi materiali di produzione o costo di acquisizione dell’opera | **€** | **€** |
| A2. *Fee* artista [max 10% del budget totale] | **€** | **€** |
| A3. Personale tecnico | **€** | **€** |
| A4. Spese di viaggio e alloggio per sopralluoghi o ricerche | **€** | **€** |
|  |  |  |
| **Totale A** | **€** | **€** |
| **B. Spese per il personale di supporto al progetto [max. 25% del budget totale]** | | |
| B1. Compenso curatore | **€** | **€** |
| B2. Compensoproject manager | **€** | **€** |
|  |  |  |
| **Totale B** | **€** | **€** |
| **C. Spese per la comunicazione** | |  |
| C1. Ufficio Stampa | **€** | **€** |
| C2. Acquisto spazi pubblicitari | **€** | **€** |
|  |  |  |
| **Totale C** | **€** | **€** |
| **D. Spese per eventi e promozione** | |  |
| D1. Spese per allestimento/disallestimento | **€** | **€** |
| D2. Noleggio strumentazione tecnologica | **€** | **€** |
| D3. Spese di viaggio e alloggio | **€** | **€** |
|  |  |  |
| **Totale D** | **€** | **€** |
| **E. Catalogo** | |  |
| E1. Compensi per gli autori | **€** | **€** |
| E2. Spese di stampa e distribuzione | **€** | **€** |
|  |  |  |
| **Totale E** | **€** | **€** |
| **F. Spese amministrative e generali [max. 10% del budget totale]** | | |
| F1. Spese assicurative | **€** | **€** |
| F2. Spese di fidejussione | **€** | **€** |
|  |  |  |
| **Totale F** | **€** | **€** |
| **G. Altro** | |  |
| G1. | **€** | **€** |
|  |  |  |
| **Totale G** | **€** | **€** |
| **TOTALE PROGETTO (A+B+C+D+E+F+G)** | **€** | |
| **Finanziamento Italian Council**  **(max. 80% del budget totale e non superiore a € 150.000,00)** | **€** |  |
| **Finanziamento soggetto proponente**  **(min. 20% del budget totale)** |  | **€** |

Place and Date **Stamp and Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**N.B.:**

* **Applicants are reminded that the project proposal must be signed by applicant’s legal representative.**
* **A partial and final financial report of all activities must comply with the form provided in this document.**
* **The project proposal must be filled out exclusively according to the form provided.**
* **All sections of the form must be filled out. Please respect the total number of characters indicated.**

**REQUESTED DOCUMENTS**

1. Copy of a valid ID document of legal representative of the individual or lead applicant.
2. Any partnership agreement signed by the legal representatives of all involved parties, as detailed in art. 2 of the Call. If the lead applicant is Italian, the agreement is mandatory.
3. Copy of a valid ID document and taxpayer ID of the artist promoted by the project. In the case of an artist no longer living, the document may be substituted by the applicant’s declaration certifying, under his or her own responsibility, the requisites of the artist in question.
4. Under penalty of exclusion, joint declaration by the artist, applicant or lead applicant and the Director of the Museum or Public Collection, relative to the transfer of the rights of economic use of the artwork to the host museum, with the signers’ ID documents attached. In the case of an artist no longer living, the signer of the joint declaration will be the holder of the rights to that artist’s artwork; in the event of several heirs, a delegation of powers signed by all the heirs is required, to be attached to the documentation (see Form A).
5. Any letters of commitment to promote the project by each of the involved cultural partners, as detailed in art. 2 of the Call.

**FORM A**

**(art. 5.2.3 letter D, art. 6.2.3 letter D)**

**JOINT DECLARATION SIGNED BY THE ARTIST, INDIVIDUAL OR LEAD APPLICANT AND MUSEUM OR PUBLIC COLLECTION’S DIRECTOR, ATTESTING TO THE TRANSFER OF OWNERSHIP AND THE RIGHTS OF ECONOMIC USE OF THE ARTWORK TO THE HOST MUSEUM**

***TO BE FILLED OUT EXCLUSIVELY IN ITALIAN***

Il sottoscritto [**nome e cognome**], nato/a a [**luogo di nascita**], il [**data di nascita**], codice fiscale ….……………………………….. in qualità di legale rappresentante del [**nome istituzione proponente**] con sede legale in [**città**] , Via ….……………………………… n. ….………, soggetto proponente singolo o proponente capofila del progetto [**nome del progetto**] dell’artista [**nome dell’artista**];

**E**

Il sottoscritto [**nome e cognome**], nato/a a [**luogo di nascita**], il [**data di nascita**], codice fiscale ….……………………………….. in qualità di artista esecutore del progetto [**nome del progetto**] promosso da [**nome del soggetto proponente**];

**E**

Il sottoscritto [**nome e cognome**], nato/a a [**luogo di nascita**], il [**data di nascita**], codice fiscale ….……………………………….. in qualità di Direttore del [**nome museo o collezione pubblica**] con sede legale in ….……………………………… , Via ….……………………………… n. ….………, in qualità di museo/collezione pubblica di destinazione dell’opera realizzata da [**nome dell’artista**] nell’ambito del progetto [**nome del progetto**] promosso da [**nome del proponente**];

**DICHIARANO CONGIUNTAMENTE CHE**

qualora il progetto risultasse vincitore del bando Italian Council X edizione (2021):

- il proponente singolo o il proponente capofila si obbliga a cedere in via esclusiva, al museo o alla collezione pubblica individuata, la proprietà dell'opera prodotta;

- l'artista coinvolto nel progetto si obbliga a cedere in via esclusiva e nei limiti di quanto specificato nel PACTA (Protocolli per l’autenticità, la cura e la tutela dell’arte contemporanea) al museo o alla collezione pubblica individuata, i diritti di utilizzazione economica;

- il Direttore dichiara di accettare l’opera finanziata dal bando Italian Council X edizione (2021), al fine di incrementare la collezione di arte contemporanea dell’Istituzione rappresentata.

Luogo e Data

|  |  |
| --- | --- |
| Il legale rappresentante del soggetto Proponente  (**Nome e Cognome**)  **Timbro e Firma** | L’artista  (**Nome e Cognome**)  **Firma** |
| Il direttore del Museo/Collezione pubblica  (**Nome e Cognome**)  **Timbro e Firma** | |

**N.B.:**

**The header of the document must contain the logos of the applicant and the Museum / Public Collection.**

**A copy of valid ID document of all the signatories must be attached.**