**ATTACHMENT 3**

**FUNDING REQUEST FORM**

**Area 2 – International promotion of artists, curators, and critics**

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.

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| **AREA OF ACTION N° 2** - **International promotion of artists, curators and critics** |
| Funding for the participation of an artist in a periodic international event, or in a group exhibition at a foreign cultural institution |
| **PROJECT TITLE** |
| [ enter here ] |
|  |
| **NAME OF INDIVIDUAL OR LEAD APPLICANT** |
| [ enter here ] |
|  |
| **NAME OF PROJECT PARTNER(S)** |
| [ enter here ] |
|  |
| **NAME OF FOREIGN INSTITUTION INVOLVED IN THE PROJECT** **(when different from the Applicant)** |
| [ enter here ] |
|  |
| **ARTIST** |
| [ 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 the project will be presented to the following foreign cultural institution:

 **[ Name of foreign Institution involved, Legal Form, City, Country ]**

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. 19.4.1 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. 19.4.1 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 eventual 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 organisations.

**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.
3. Copy of a valid ID document and taxpayer ID of the artist promoted by the project.
4. Under penalty of exclusion, letter of invitation from the foreign cultural institution involved in the project (when different from the applicant).
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.

 **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.

**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- 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.

**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 III, art. 19.2.1 and 19.2.2 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 including the following: * the artist to be promoted;
* the foreign institution that hosts the project;
* title of the periodic international event, or the group exhibition, specifying location(s) and scheduled dates.

**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 subjects involved in the project** |

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| 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 foreign institution that hosts the project, when different from the 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) |

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| **Section c)** – **Detailed information about the proposal (max. 4,000 characters including spaces)** |
| Clear and detailed information on the project related to the participation of the artist in an international event or collective show at a foreign cultural institution, including any images, with particular attention to strategy for exhibiting the artwork. |

|  |
| --- |
| **Section d) – Promotional activities and events (max. 2,000 characters including spaces)** |
| Event or activity related to the project (i.e., talk, workshop, educational program, etc.). For each event please specify:* Title
* Location
* Scheduled dates
* Brief description
 |

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

|  |
| --- |
| **Section f) – Proposal for an eventual catalogue (max. 2,000 characters including spaces)** |

|  |
| --- |
| Please specify:* Curator(s)
* Author(s)
* Contents
* Publisher
 |

|  |
| --- |
| **Section g) – 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 |  |  |  |  |  |  |  |  |  |  |

**2. 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. 19.1 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.
* The project budget refers exclusively to the artist’s participation to the event or exhibition, not to the whole event or exhibition.

|  |  |  |
| --- | --- | --- |
| **Costi del progetto** | **Italian Council** | **Proponente** |
| **A. Spese di produzione della mostra** |  |
| A1. Spese per allestimento/disallestimento | **€** | **€** |
| A2. Noleggio strumentazione tecnologica | **€** | **€** |
|  |  |  |
| **Totale A** | **€** | **€** |
| **B. Spese per il personale di supporto al progetto [max. 25% del budget totale]** |
| B1. Compenso per producer | **€** | **€** |
| B2. Compensoproject manager | **€** | **€** |
|  |  |  |
| **Totale B** | **€** | **€** |
| **C. Spese per la comunicazione [richiesta di finanziamento in quota parte sul budget totale]** |
| C1. Ufficio Stampa | **€** | **€** |
| C2. Acquisto spazi pubblicitari | **€** | **€** |
|  |  |  |
| **Totale C** | **€** | **€** |
| **D. Spese per eventi e promozione** |  |
| D1. Noleggio strumentazione tecnologica | **€** | **€** |
| D2. Spese di viaggio e alloggio | **€** | **€** |
|  |  |  |
| **Totale D** | **€** | **€** |
| **E. Catalogo [richiesta di finanziamento in quota parte sul costo totale della pubblicazione]** |
| 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 € 80.000,00)** | **€** |  |
| **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.
3. Copy of a valid ID document and taxpayer ID of the artist promoted by the project.
4. Under penalty of exclusion, letter of invitation from the foreign cultural institution involved in the project (when different from the applicant).
5. Any letters of commitment to promote the project by each of the involved cultural partners, as detailed in art. 2 of the call.