**ATTACHMENT 4**

**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 a critic or curator (guest curator) in a periodic international event, or in a monographic or group exhibition at a foreign cultural institution |
| **PROJECT TITLE** |
| [ enter here ] |
|  |
| **NAME OF APPLICANT** |
| [ 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;

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 of 20% (twenty percent) of funding for the start of the project’s production, without supplying guarantees or other collateral (art. 20.4.1 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 the curator or critic directly involved in the project possesses 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. 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 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 is a 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 applicant.
2. Copy of the letter of invitation to the critic or curator from the foreign cultural institution (i.e. the applicant).
3. Copy of a valid ID document and taxpayer ID of the critic or curator promoted by the project.
4. 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 (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**

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

**PROJECT PROPOSAL AND PROJECT BUDGET**

**(Section IV, art. 20.2.1 and 20.2.2 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:   * title of the monographic exhibition, or the group exhibition, or the periodic international event, 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** |
| Brief bio with link to the reference website of the applicant (i.e. the foreign institution) (max. 1,000 characters including spaces) |
| Brief bio with link to any reference website of the critic or curator promoted by the project (max. 1,000 characters including spaces) |
| 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 project proposal (max. 4,000 characters including spaces)** |
| Clear and detailed information on the exhibition or international event that involves the curator or critic, including any images, with particular attention to the curatorial concept and the strategy for exhibiting the artwork(s). |

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| **Section d)** – **Promotional events and activities; communication strategy (max. 2,000 characters including spaces)** |
| Promotional 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 |
| **Communication strategy**: information about the communication strategy, including printed press, radio, TV, web, social media, advertising, press conferences, etc. |

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| **Section e)** – **Proposal for a catalogue, if any (max. 2,000 characters including spaces)** |
| Please specify:   * Curator(s) * Author(s) * Contents * Publisher |

|  |
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| **Section f)** – **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. 20.1 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 participation of the curator or critic to the event or exhibition, not to the whole event or exhibition.

|  |  |  |
| --- | --- | --- |
| **Costi del progetto** | **Italian Council** | **Proponente** |
| **A. Spese di viaggio e alloggio [solo per il critico/curatore promosso dal progetto]** | | |
| A1. | **€** | **€** |
|  |  |  |
| **Totale A** | **€** | **€** |
| **B. Spese vive di vitto [solo per il critico/curatore promosso dal progetto]** | | |
| B1. | **€** | **€** |
|  |  |  |
| **Totale B** | **€** | **€** |
| **C. Spese per la comunicazione [richiesta di finanziamento max. 25% delle spese per la comunicazione del progetto]** | | |
| C1. Ufficio Stampa | **€** | **€** |
| C2. Acquisto spazi pubblicitari | **€** | **€** |
|  |  |  |
| **Totale C** | **€** | **€** |
| **D. Catalogo [richiesta di finanziamento max. 25% del costo totale del catalogo]** | | |
| D1. Compensi per gli autori | **€** | **€** |
| D2. Spese di stampa e distribuzione | **€** | **€** |
|  |  |  |
| **Totale D** | **€** | **€** |
| **E. Spese amministrative e generali [max. 10% del budget totale]** | | |
| E1. Spese assicurative | **€** | **€** |
| E2. Spese di fidejussione | **€** | **€** |
|  |  |  |
| **Totale E** | **€** | **€** |
| **F. Altro** | |  |
| F1. | **€** | **€** |
|  |  |  |
| **Totale F** | **€** | **€** |
| **TOTALE PROGETTO (A+B+C+D+E+F)** | **€** | |
| **Finanziamento Italian Council**  **(max. 80% del budget totale e non superiore a € 18.000,00)** | **€** |  |
| **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.**
* **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 applicant.
2. Copy of the letter of invitation to the critic or curator from the foreign cultural institution (i.e. the applicant).
3. Copy of a valid ID document and taxpayer ID of the critic or curator promoted by the project.
4. Any letters of commitment to promote the project by each of the involved cultural partners, as detailed in art. 2 of the call.