

Education, Culture and Sports Department of Riga City Council
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Regulations
Rīga

_____, 2016

№ _____

**Festival of Light “Staro Rīga”
Projects and Ideas Grant Competition Regulations**

I. General Provisions

1. The regulations of Festival of Light “Staro Rīga” (hereinafter – Festival) Projects and Ideas Grant Competition establish the procedure for submission of applications for entry into the Festival programme and allocation of financial resources on a competitive basis for funding environmental objects and events from the resources planned in the Riga City Municipality’s budget.
2. The Festival’s Projects and Ideas Competition (hereinafter – Competition) is announced and organized by the Education, Culture and Sports Department of Riga City Council (hereinafter Department).
3. The submitted applications for the Festival Competition are assessed by the Competition Commission (hereinafter – Commission), approved by the Department.
4. The Festival is a multi-day exhibition of environmental objects, which by the use of modern lighting and video technology, and with the help of illumination transforms Riga’s landscape.
5. Announcement of the Competition and Competition Regulations are published in the websites www.kultura.riga.lv and www.staroriga.lv.
6. Any legal person or association of legal entities registered in the Republic of Latvia or abroad, a municipal or public body, a merchant as well as a natural person is eligible to participate in the Competition and qualify for funding.

II. Objectives and Tasks of the Competition

7. The Objectives of the Competition are:
 - 7.1. To contribute to the development of environmental objects and implementation of events in the centre of Riga and its neighbourhoods.
 - 7.2. To ensure the development of diverse Festival programmes and their accessibility to residents and guests of Riga.

- 7.3. To encourage the creation of environmental objects which are intended to be illuminated long term.
- 7.4. To uphold a long standing Festival tradition in Riga; which would inspire more tourism in the off season.
- 7.5. To boost creative use of technologies in developing environmental objects in the city.
8. The task of the competition is to financially support the implementation of Festival's projects and ideas, and other events, in accordance with the Job Assignment of the Competition (Annex 1).

III. Submission of Applications

9. Applications for Projects and/or Ideas shall be submitted in person at Krišjāņa Valdemāra Street 5, Riga at Client Services' starting from the date of announcement of the Competition weekdays from 9:00 to 16:00 through 21st of March, 12:00 (or you may also submit your application via mail by 18th March (postmark)). Concurrently the applications for projects and/or ideas shall be delivered electronically by sending to e-mail staroriga@riga.lv.
10. Applications must be submitted in a sealed envelope marked "Application for the Festival of Light "Staro Rīga" Grant Competition". The name and address of the applicant of the project/idea (hereinafter Applicant) shall be indicated on the envelope.
11. Applications that have not been submitted in person or via mail within the time period as prescribed in the Regulations as well as not formatted in compliance with the Regulations will not be considered.
12. The Department guarantees that no information submitted by the Applicant marked "Restricted Information" will be released to third parties unless required by law.
13. Each Applicant may submit one or more Project and/or Idea applications.
14. By submitting the application the Applicant confirms that he/she has read and will comply with the Regulations fully and assumes responsibility for the non-fulfillment of the Regulations.
15. Applicant's submitted application, if it is considered, regardless of whether the project has received a grant or not, after it has been reviewed will not be returned to the Applicant. The content of rejected applications is restricted information.
16. The Applicant is entitled to modify or withdraw his/her submitted application prior to the deadline for application submission, by informing the Department in writing.

IV. The Layout and Content of Application

17. The application must be submitted in Latvian in an A4 format and typed. The application must be submitted as a whole and fastened together as outlined in Articles 19 and 20.
18. Application's pages must be bound together and numbered in accordance with the Regulation No. 916 "Document preparation and execution procedures" issued by Cabinet of Ministers of the Republic of Latvia in 28 September 2010. On the back of the last page of the application the thread which holds together all pages has to be tied and fastened by sticking a piece of paper on top of it, the number of pages sewn together shall be indicated on this piece of paper (in numeric form and in written form in parentheses). This must also be signed by the Applicant or its authorized legal representative (signature shall be deciphered). All

documents in a foreign language, which are attached to the application, must have a notarized translation. Application must be submitted in accordance to Article 9 of the Regulation.

19. Application must include the following documents:

19.1 . **Project's Application** (Annex 2)

19.2. **Project's description** – containing sketches, scenario, and other relevant materials, which further explain the project's artistic idea, technical requirements and planned use of financial aid.

19.3. **Estimate of Expenditures of the Project** – total costs required for the project implementation (including fees, taxes, and other necessary costs calculated in Euros), explanation of all indicated costs, existing and projected co-financing and its intended use. (Annex 3)

19.4. **Applicant's** (author's or authors') CV

19.5. **Applicant's Declaration** – signed by the official representative of the legal person (Annex 4)

20. Idea's Application must include the following documents:

20.1 . **Idea's Application** (Annex 2)

20.2. **Idea's description** – including sketches, scenario, and other relevant materials which further explain the idea and its technical requirements for its implementation.

20.3. **Costs of the idea** – including all taxes and costs calculated in Euros (Appendix 3)

20.4. **CV of the Applicant** (author or authors) of the idea

V. Applications' Evaluation Criteria

21. The Application will be evaluated in accordance to the following criteria:

21.1 . The artistic quality and rational justification for the technical implementation.

21.2. Project's compliance with the Festival's theme and programme, in accordance with Job Assignment. (Annex 1)

21.3. The balance of artistic and financial aspects.

21.4. Project's publicity and its accessibility.

21.5. Project's compliance with Regulations, overall clarity and correctness of description.

21.6. Applicant's experience, credibility and reputation.

21.7. Compliance of the requested funding with the financial possibilities of the Competition.

22. Criteria for the evaluation of idea applications:

22.1 . Artistic quality of the proposal, rational justification for the technical implementation and its feasibility.

22.2. The idea's originality.

22.3. Idea's compliance with Festival's theme and programme in accordance with the Job Assignment.

22.4. Applicant's experience, credibility and reputation.

22.5. Idea's compliance with Regulations overall clarity and correctness of description.

22.6. Compliance of the requested funding with the financial possibilities of the Competition.

VI. Commission's Rights and Duties

23. The Commission acts within these Regulations.
24. The Commission consists of five (5) members, including Chairperson and Vice Chairperson.
25. The Commission has a quorum if attended by at least 3 (three) of Commission's members.
26. The Commission is chaired by the Chairperson. Decisions of the Commission are taken during the meetings by an open ballot vote. A tie will be broken by the Chairman.
27. Commission's meetings are recorded. The record is signed by all present members and Commission's secretary, who is not a member of the Commission.

28. The Commission has the following rights:
 - 28.1 . To invite independent experts, including international experts, to provide expert advice. The experts' opinion has only an advisory role.
 - 28.2 . Not to consider Applications submitted after the outlined deadline.
 - 28.3 . Not to consider an Application that does not meet the Regulations' requirements.
 - 28.4 . Extend and/or change the submission date of Applications as well as modify other deadlines.
 - 28.5 . Request additional information from Applicants.
 - 28.6 . Make mathematical corrections in the Project's and/or Idea's Application, in conjunction to notifying the Applicant of these changes.
 - 28.7 . To carry out other activities pursuant to these Regulations and legislation in force.

VII. Applications Evaluation Procedure

29. All submitted Applications will be opened during a Commission's meeting. Once the Application has been opened each Commission member will sign the Estimate of Expenditures of the Project and the following will be entered into Commission's Application Opening Protocol: Applicant's name, Project's and/or Idea's name, project's time frame, Project's and/or Idea's total costs and requested financing.
30. Before Commission's meeting, each member, and all invited experts, if applicable, will sign a declaration attesting that they have no possible conflict of interest or a personal interest with any of the Project's and/or Idea's Applications.
31. If a Commission member is personally interested or has a conflict of interest with any of the Applications, he/she will notify other panel members of such a case and will not participate in the assessment process or decision making.
32. The Commission meetings occur without any Applicant present.
33. After the eligibility verification of the Applications, the Commission will evaluate the Applications in accordance with the evaluation criteria, reject the Applications that do not comply with the conditions, and determines the Applications to be supported.
34. The Commission has the right to request from the Applicant additional information to clarify or supplement information if necessary for the evaluation of the Application by indicating the date by which the additional information must be provided. Once the additional information has been received the Application will be reconsidered.
35. Applications will be reviewed within one month of their receipt.

36. All applicants will be notified in writing of Competition's results within 10 (ten) days after the Commission comes to a decision; it will be sent to the e-mail address provided on the Application.
37. Information about supported applications will be published on websites www.kultura.riga.lv and www.staroriga.lv.

VIII. Grant Allocation Guidelines

38. The Department, based on Commission's decision, will enter into a contract with the Applicant regarding the Project and its' financing. (Contract example – Annex 5). If an Application of an institution subordinate to the Department is supported, a directive will be signed, not a contract.
39. If the Competition's Commission decides to finance an Idea Application, a contract is concluded; according to which the Idea becomes the property of the Department who can then use it at its own discretion, without prejudice to the Republic of Latvia legislations in force.
40. A contract will be signed within one month after the Commission has come to a decision and no later than three (3) months prior to the beginning of the Project's implementation. If no contract is signed within this time frame, the allocated financing will be annulled.
41. Changes and additions which have arisen during the Project's implementation process shall be valid only after written agreement between both Sides.
42. The awarded Grant for the realization of a Project or Idea must be spent in its entirety within the same fiscal year that the grant was allocated to the Applicant.

Director

G. Helmanis