

**A PUBLIC CALL FOR PROGRAMMES WITHIN THE OFFICIAL CULTURE AND ART PROGRAMME OF  
THE RIJEKA 2020 – EUROPEAN CAPITAL OF CULTURE PROJECT**

## **INSTRUCTIONS FOR PROGRAMME APPLICATION**

Programme proposals should be submitted as follows:

### **STEP 1: PROGRAMME DESCRIPTION AND ATTACHMENTS**

We advise you to first write a document with the programme description, save it in pdf format and prepare any other attachments so you can add them at the end of the application form.

### **INSTRUCTIONS AND RECOMMENDATIONS FOR THE PROGRAMME DESCRIPTION**

Present the programme in a separate document in any form. Make sure the document contains all the important information and parameters by which the project will be evaluated (see the instructions and recommendations below and the text of Public Call). Please respect the document size limits.

In view of the provisions of the Call, and in particular with regard to the application evaluation procedure, the Programme description should include the following:

#### **CATEGORY 1: CO-FINANCING**

- Name of programme representative
- The name of the partners involved, where they are based (country and city) and their role in the project
- Name of the project
- Project summary (in Croatian and English)
- Information and explanation showing this is an original programme specifically designed for the ECC programme
- The concept and the thematic framework, taking into account that the programme should be conceptually and thematically in line with the general thematic and conceptual determinants and values of the ECC programme, and thematic and conceptual determinants of one of the five flagships offered
- Developing a programme that includes a clear description of what kind of programme it is, what specific contents it includes (main programme and accompanying activities), who (artists, performers) will be included, what will be displayed, etc. Specify the time and place (specific space) of performance for all the activities. Please also provide basic information on the technical feasibility of the programme.
- If the programme includes new productions (artworks, publications, etc.), describe them and explain why they are important for the public event you are planning
- Specify target audiences and target number of participants. Explain why the programme is relevant and attractive for those target audiences specifically

- Within the individual segments (concept, thematic framework, programme development, target audiences) explain how the elements are relevant to the European and local dimension
- Please provide a brief summary of the project budget (revenue and expenditure plan)
- Include other information and explanations if you consider that they will contribute to the clarity of the application and facilitate the programme evaluation procedure

## **CATEGORY 2: LABELLING**

- Name of programme representative
- The name of the partners involved, where they are based (country and city) and their role in the project
- Name of the project
- Project summary (in Croatian and English)
- The concept and the thematic framework, taking into account that the programme should be conceptually and thematically in line with the general thematic and conceptual determinants and values of the ECC programme
- Developing a programme that includes a clear description of what kind of programme it is, what specific contents it includes (main programme and accompanying activities), who (artists, performers) will be included, what will be displayed, etc. Specify the time and place (specific space) of performance for all the activities.
- Specify target audiences and target number of participants. Explain why the programme is relevant and attractive for those target audiences specifically
- Within the individual segments (concept, thematic framework, programme development, target audiences) explain how the elements are relevant to the European and local dimension
- Include other information and explanations if you consider that they will contribute to the clarity of the application and facilitate the programme evaluation procedure

Recommendations for programme presentation:

- Present the programme succinctly and as precisely as possible
- Avoid using very specific and expert terms
- Clearly indicate the chapter titles
- Avoid repetitions

## **STEP 2: APPLICATION FORM**

An application to a Public Call shall be submitted using an *on-line* form created using the *Google Forms* service via the link specified in the Call. In order to successfully complete the registration and ensure its traceability and authenticity, you must have a registered *Google* personal account. If you do not own such an account, you can create it for free by using [Google Mail](#) service.

The time required to correctly and completely fill out the form is individual but on average lasts about 10 minutes. You can navigate between the login sections using the “*CONTINUE*” link that can be selected after the entire previous section is completely and correctly filled out.

Before completing the application form, it is necessary to prepare the Attachments listed in the Call.

At the end of the application itself, it is necessary to add and transfer the required files to the system in the “*Attachments*” section by selecting the “*ADD FILE*” link. The name of the file transferred must start with the name of the programme submitted (e.g. *my programme - Description of the programme.pdf*). Each

attachment is subject to different limits, while the maximum file size limit is 10MB with the exception of *“Additional attachments”* that has a maximum allowable file size of 100MB.

All questions marked with an asterisk (“\*”) are mandatory and must be completed, whereas questions not marked with an asterisk are not mandatory. By selecting the final link *“Submit”*, the application is sent and the applicant is notified of submission in a message, and is offered a last chance to edit the submitted application.

Information collected via *online Google Form* will only be used for the purpose of the Public Call in question; upon completion of processing they will be removed from the Internet cloud data repository and stored in the digital archive of the company Rijeka2020 d.o.o. and thereafter treated as per other business information, in accordance with the internal data processing and storage policy, and applicable Croatian and EU legislation.

Fill in the application form for the appropriate category.

Electronic addresses for the application forms are:

- [CATEGORY 1: CO-FINANCING](#)
- [CATEGORY 2: LABELLING](#)
- [CATEGORY 2: LABELLING – ENGLISH VERSION](#)