



RIJEKA 2020 LLC.
in charge of the implementation of the Rijeka 2020 - European Capital of Culture

announces on Monday, March 11, 2019,

PUBLIC CALL FOR PROGRAMMES

WITHIN THE OFFICIAL CULTURAL AND ART PROGRAMME OF THE RIJEKA 2020 - EUROPEAN CAPITAL OF CULTURE PROJECT

Application deadline: April 11, 2019

Rijeka, March 11, 2019
RIJEKA 2020 LLC.

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MAIN PROVISIONS OF THE CALL

INTRODUCTION

In order to add additional value to the culture and art programme of the Rijeka 2020 - European Capital of Culture project, the RIJEKA 2020 LLC. publicly calls for proposals for comprehensive programmes within the official culture and art programme of Rijeka 2020 - European Capital of Culture project which will be implemented from February 1, 2020 to December 31, 2020 in the city of Rijeka and/or at the area of the Primorje-Gorski Kotar County with the possibility of programme extension, or activities being performed at other locations. Support can be granted through this call in two categories: **1 CO-FINANCING and 2 LABELLING.**

This call is only for those programmes with the predominant content being **public culture and art events.** Other activities, such as artwork production, book publication and other publications, workshops, etc., can only be included in the total programme if required an/or related to the event (main activities) in content and concept. Category 1: CO-FINANCING has specified types of programmes and activities that can be submitted in this call.

In category **1 CO-FINANCING, the applicant** can be a legal or natural entity established in or with permanent residence in the Republic of Croatia, while the partners can be legal and natural entities established in or with permanent residence in the country or abroad.

In category **2 LABELLING, the applicant** can be a legal or natural entity established in or with permanent residence in the country or abroad.

The applicants must **implement the programme on their own**, from the preparations to the production and realisation, including promotional activities, while RIJEKA 2020 will contribute to the visibility and public communication of the programme.

Public events included in the applied programmes, which will be confirmed in time and for which the applicants will make a timely delivery of textual and visual materials, will be published in the **main Programme Book Rijeka 2020 - European Capital of Culture.** Other events will be published on the website and on other various promotional materials.

CATEGORIES

This call includes 2 categories of support and 5 classes within the first category.

The same programme **cannot be submitted in different categories or classes**. If a programme is applied in several categories or classes, only the application that came in first will be taken into consideration, unless the applicant withdraws the application in writing before the end of the deadline.

Programmes submitted to a single category or subcategory can be chosen for a different category, with the additional agreement of the applicant.

Category 1: CO-FINANCING

This call is used to ensure the funds for the additional culture and art programme of the Rijeka 2020 - European Capital of Culture project in accordance with the available funds for 2020. The programme applicants **shall provide a part of the funds from other sources and/or their own funds; in-kind contributions** can be acknowledged as the applicant's investments (such as volunteering work, use of the applicant's or the partner's premises, etc.).

Due to the scope, complexity and production difficulty of the programme, they can apply to one of **5 co-financing classes**:

1. HRK 20,000 to 39,999;
2. HRK 40,000 to 69,999;
3. HRK 70,000 to 99,999;
4. HRK 100,000 to 149,999;
5. HRK 150,000 to 200,000.

Co-financing can only be granted to the programmes **particularly formed for the European Capital of Culture programme**, such as new manifestations and festivals, introductions of new art productions or works, etc. Applications can be submitted for programmes **within the existing manifestations and festivals**, but only if they are clearly distinguished from the general programmes in concept and programme, i.e. if it is clear that it is a **special and additional programme** of the manifestation or festival.

Applied programmes will be taken into consideration based on the quality criteria, with special attention paid to the **relationship between the content scope, quality and appeal** on one side and **requested co-financing amount** on the other.

The indicative budget for this public call is HRK 1,500,000, and the funds are planned within the budget projection and will be made available **in 2020**, with a note that not all funds have to be granted.

This call **cannot be used to apply** activities and programmes co-financed within the **public needs in culture of the City of Rijeka or the Ministry of Culture of the Republic of Croatia** and those already chosen for the **programme of the Rijeka 2020 - European Capital of Culture project** and that re thus already co-funded.

Category 2: LABELLING

There is a possibility **of using the "Rijeka 2020 - European Capital of Culture" brand** in this call for chosen programmes, i.e. the possibility of **being included in the official cultural and art programme of Rijeka 2020 - European Capital of Culture project** for those programmes that do not require additional co-financing. The programmes submitted in this category must fulfil only some of the criteria prescribed for the first category.

Only existing manifestations, festivals and other programmes can be submitted in this category, if they are in accordance with the prescribed criteria, regardless of their financing and the sources of their financing.

GENERAL PROGRAMME GUIDELINES FOR THE CALL

GENERAL CONCEPTUAL AND THEMATIC GUIDELINES

The culture and art programme of the Rijeka 2020 - European Capital of Culture project is conceptually determined by three topics: water, work and migration. They relate to the identity of Rijeka, but are conceived in a broader, more European environment. They intertwine and create a "Port of Diversity" through the Rijeka 2020 - European Capital of Culture programme.

Water relates to Rijeka as a city of water (the sea, the river, springs, rain...), as well as biodiversity and broader environmental issues. The port, shipbuilding, fishing, sailing, life and work next to and by the sea. The source of potable water, Rječina, is in the city's coat of arms. The water as a strategical resource and a public good, its reasonable and responsible use and water as source of biodiversity. Rijeka is a city marked by water and named water - a city that flows. Water and broader environmental topics as key topics in Europe today.

The topic of **work** represents the important issue of new forms of work and economic approaches in the age of new technologies and industries. Work as the basic right. Recent transformations of work and economic relationships regarding work. Post-industrial work and the possibilities of work in the future. The relationship between work and new technologies and industries. Work in culture and art. Cultural and creative industries. Questions related to work in a modern environment as an important and current European issues.

Migrations are addressed in the historical and current context, and the concept covers includes great population migrations, mobility, nomadism and transnational exchange and cooperation. Rijeka as a city of migration - the city of coming and going. Rijeka and Europe as areas of intertwined cultures and tolerance. Migrations as an important content and cause of diversity. The future of Rijeka and Europe, the scripts of the future which include massive changes of the population, greater mobility, physical and intellectual nomadism and transnational exchange. Cultural nomadism and inter-cultural ways of life.

The values included in the programme concept that are reflected in the Rijeka 2020 - European Capital of Culture programme are courage, the unusual, progressivity and ambition.

THEMATIC GUIDELINES FOR FLAGSHIPS

This call (in category 1 Co-financing) includes five flagships in the Rijeka 2020 – European Capital of Culture project:

Kitchen

The Kitchen connects those who came, those who are here and those who left. It deals with the multiplicity of our identities. The theme is focused on migrations and minorities. Migrations are understood in a broader sense, from population migrations to the mobility and nomadism of ideas, people and goods to the values created between cultures. The term minority refers to all diverse identities and groups of citizens that are not predominant in a society or that are at risk of marginalisation, on any basis, such as: national or ethnic, religious, gender, physical or mental diversity, age, lifestyle. The Kitchen is the area of culture seen as a space for building communities and contemplating collective identities. It creates new, inclusive areas of solidarity and socialization.

Dopolavoro

The Dopolavoro flagship deals with new forms of work. New forms of work include work that never existed, was not performed or was not widespread until 10 years ago. It relates to various derivatives of old forms of work the nature of which changes under the influence of (digital) technology. The focus is on technological, socio-economic and ideological influences on the formation of new forms of work, but also on the influence of new forms of work on the organization of society, economic relations, education, cultural and artistic production, etc. The topics related to work also include topics related to the state of non-work, idleness and leisure. The very term "dopolavoro" is used in the basic meaning of planned free time after work, but also metaphorically as a term that describes the post-working class Europe.

Seasons of Power

The Seasons of Power flagship deals with Rijeka as a laboratory of European history, awareness and consciousness. Over the last 100 years, our City has changed countries seven times. Rijeka has outlived occupations, liberations, monarchies, crumbling empires, socio-political revolutions and collapses. Numerous personalities that marked the 20th century marched through the centre of Rijeka while being greeted uproariously. The Seasons of Power explores the historical shifts, current manifestations and perspectives of the concept, structures, experience and displays of power, ranging from intimate spheres of experience to totalitarian regimes that transformed the told and untold stories of Rijeka. The experience of dividedness has shaped the identity of many European cities. Rijeka, a city was divided that for decades by a border along the Rječina River is an example of cynical political demarcations. So, while barbed wire is put up across Europe, the history of Rijeka simultaneously becomes a threatening and cautionary mirror held up for Europe and beyond.

Children's House

The Children's House stimulates creativity and develops critical thinking giving children the opportunity to create, exchange ideas and find quality entertainment to suit their contemporary needs. The Children's House programmes develop creative skills, stimulate children spirit of inquiry, educate future creators and active participants in cultural life, and, thus, contribute to forming a society that is made up of active and self-aware citizens. The Children's House programmes are based on the right of each child to have access to cultural content, information, learning and entertainment and they create a framework where each child has the right to develop its potential and express themselves. "With them, not just for them" is a slogan that introduces us to the formation of the Children's House programme. That is why it not only includes artistic and cultural content for children, but also, most importantly, opportunities for active participation and creation. The Children's House places special emphasis on the following topics: the future, technology, imagination, activity, science and diversity.

Sweet & Salt

The Sweet & Salt flagship is dedicated to the activation and modern reprogramming of the city area for the benefit of all citizens. This flagship deals with the actual city - Rijeka - as well as a typical city, i.e. the numerous cities in Europe that face the same challenges. It is defined by the solid urban zone that follows the Rječina River (sweet) before it flows into the sea (salty). It is focused on the design, activation and revival of this under-utilized, but very interesting and attractive part of the city. Various artistic and cultural content and events, which may be thematically related to urban development issues (but do not necessarily need to be), are realized in the area included in the Sweet & Salt flagship and are important to revive the zone itself and to draw public attention to this specific urban space.

WHO CAN APPLY?

This call is for applicants that can **implement the programme on their own**, from the preparations to the production and realisation, including promotional activities.

Applicants must place a **main person in charge of the programme implementation** (manager).

The applicant is responsible for the independent realisation and production of the programme. The programme has to be defined unambiguously and executed professionally at the appropriate locations.

Each application must have **one applicant** (programme representative). **Partners** may (or may not) participate in the programme application and their number is unlimited.

Different formal requirements have been established for the applicant in the two categories, as follows:

Category 1: CO-FINANCING

APPLICANTS can be:

1. **Legal entities** established in the Republic of Croatia, registered in the appropriate register (e.g. institutions, associations, art organizations, foundations, companies, tourist boards); or
2. **Natural entities** who are self-employed and registered in the relevant register and have permanent residency in the territory of the Republic of Croatia (e.g. self-employed trades and craft trades, self-employed independent freelancers - freelance artists).

Legal entities must have a person authorised for representation for the relevant period of time.

PARTNERS can be a legal or natural entity established in or with permanent residence in the country or abroad. The stated limitations relating to the applicants do not apply to the applicant's partners.

Category 2: LABELLING

Applicants and partners can be legal or natural entities established in or with permanent residence in the country or abroad.

LIMITED NUMBER OF APPLICATIONS

If an applicant has several proposals, each programme has to be submitted as a separate application.

The same programme **cannot be submitted in different categories or classes**. If a programme is submitted in several categories or classes, only the application received first will be taken into consideration, unless the applicant withdraws the application in writing before the end of the deadline.

Category 1: CO-FINANCING

A single applicant can submit **a maximum of 3 applications** for co-financing. If an applicant submits more than three applications, only the first three applications received will be taken into consideration, unless the applicant withdraws the application in writing before the end of the deadline.

Category 2: LABELLING

The number of applications is unlimited.

An applicant can withdraw an application no later than the deadline for applications, and only via e-mail at prijave.programa@rijeka2020.eu.

PROGRAMMES THAT CAN BE APPLIED

This call receives proposals formed as individual programmes or programme units. Within the meaning of this call, programme units are defined as follows.

PROGRAMME UNIT

A programme unit (programme) includes full content (a final product) intended for a broader or narrower public, which takes place in a specific area at a specific time. Example:

UNIT	DESCRIPTION
EXHIBIT	Exhibiting works of art, objects and others with a clear thematic and/or conceptual designation.
FESTIVAL	With a clearly defined duration and a clear program concept; covers various content.
PLAY	A play (new production or guest), performed one or multiple times; theatre, dance, opera, intermedia/cross-disciplinary and interdisciplinary forms.
CONCERT	Musical performances of all genres (classical, jazz, rock, pop...).
FILM PROGRAMME	Film projection programme.
INSTALLATIONS	Installations or other physical interventions in (public) spaces (<i>site-specific</i>); <i>visual, audio, architectural, designer...</i>
ACTIONS	Various forms of action (in public or other space), including performance, media intervention, etc.
EVENTS/MANIFESTATIONS	Other events or manifestations that combine various types of programmes and content and/or have specific purposes.

OTHER ACTIVITIES

Other supporting activities can be organized within a single programme unit, which can occur during, before (for preparation and production, i.e. promotion) and eventually after the programme unit is completed. Other activities will be, for example:

- Production activities of artwork that will be displayed;
- Programme promotion and announcement activities;
- Supporting activities of exhibits, festivals, manifestations, etc.

ELIGIBLE AREAS AND ACTIVITIES

Acceptable /eligible programme areas and activity forms relate to the programmes submitted in **category 1: CO-FINANCING**. Programmes that will not get support in that category are those that do not correspond to the prescribed activity areas and forms.

Proposed programmes should include said forms of activities **in their entirety or the said activities should be predominant**. Moreover, they may include the production of artworks specially designed for the realization of these forms of public events. The programme can, alongside the said forms of activities, have other activities (e.g. publishing projects, workshops, gatherings) as a whole, or in a smaller scope (within the meaning of programme content and cost distribution).

In **category 2: LABELLING**, the listed **areas and forms of activities are not obligatory**, i.e. programmes that do not strictly follow the prescribed areas or activity forms can also be selected.

CATEGORY 1: CO-FINANCING

Eligible forms of activities:

- Programs in unusual and public spaces (site-specific interventions, performances, concerts, actions, street art, murals, AV programs, etc.);
- Foreign guest appearances and presentations by authors;
- International festivals and events;
- Thematic exhibitions (photography and design only);
- Thematic manifestations;
- Presentation of new scene works created through co-productions on an international or national level;
- All forms of public events that in contemporary artistic interpretation, in various forms of creativity, represent cultural heritage (movable and immobile heritage) in an innovative way.

Eligible areas:

- Popular music (rock, pop, jazz, electro music and other genres);
- Classical music;
- Literature and publishing;
- Heritage in contemporary interpretation;
- Films;
- Photography;
- (New) media and technology,
- Design;
- Street art;
- New circus and street theatre;
- Contemporary theatre;
- Contemporary dance.

NON-ELIGIBLE ACTIVITIES

In **both categories** non-eligible programmes and activities are those activities that:

- Are organized for private purposes;
- Have a dominant commercial character or are developed in order to promote commercial products and services;
- Have a dominant purpose of promoting individual political or religious organisations;
- Are not in accordance with the general values of the Constitution of the Republic of Croatia or the fundamental values of the European Union.

PROGRAMME PRIORITIES

In both categories special points can be assigned to those programmes that:

1. Are intended for young (people persons from 15 to 30 years of age) or programmes that are appropriate and attractive for that age group;
2. Address the theme "**water**" in an innovative way (as it was previously defined) or that emphasise and evaluate the presence and position of **women** in the collective heritage of Rijeka and the County or that address the **women's movement** in Rijeka and the County;
3. Maintaining the high art quality, use **humour, satire or grotesque** while addressing the defined themes (in general and within the flagship);
4. Include partners and/or artists and performers established in one of the **Croatian cities that competed for the European Capital of Culture 2020** (Dubrovnik, Đakovo, Osijek, Pula, Split, Varaždin, Zadar and Zagreb);
5. Include partners and/or artists and performers established in **Galway** and that are related to the Galway 2020 programme or established in the cities: **Ljubljana, Trieste and Vienna**.

PROGRAMME BUDGET

The provisions regarding the programme budget relate only to **category 1: CO-FINANCING**.

The applicant should present in the revenue plan and expenditure plan (bill of quantities) **the total financial construction of the programme**, not only the part that is related to the co-financing in this call.

The share of requested co-financing through this call should be adjusted to one of the following co-financing programme classes:

1. HRK 20,000 to 39,999;
2. HRK 40,000 to 69,999;
3. HRK 70,000 to 99,999;
4. HRK 100,000 to 149,999;
5. HRK 150,000 to 200,000.

If the applicant requests an **amount under HRK 20,000 or over HRK 200,000**, i.e. an amount outside the prescribed requirements within the given classes, **the programme will not be taken into consideration**.

The applicant **can receive an amount lower than the requested amount**, within the same class or a lower class, depending on the number of achieved points and the evaluation of the programme feasibility. In this case, before the contract is signed, the applicant will be required to give approval and send a revised programme budget, in accordance with the proposed reduced amount.

Revenue plan

In the revenue plan the applicant has to state the **source** of revenue, **amount** of revenue and the **status** of each revenue. The applicant can enter the following as a revenue status:

- **Ensured** (those revenues the applicant can deem safe, pursuant to the agreement, published results of the tender, previously established own revenue, etc.);
- **Procedure in duration** (refers to those revenues already requested by the applicant, for example, through public tenders, pending the decision);
- **Planned** (revenues that the applicant plans to realize if the programme is selected).

Expenditure plan

In the expenditure plan the applicant should state all the costs required to implement the programme. The costs should be planned in an economical and efficient way and should be adjusted to the activity plan. All the expenditures are stated in the full amount, all taxes and fees included (total cost).

Acceptable costs:

- Fees for programme implementation (managers, producers, organizers, etc.);
- Fees for hired project authors and contractors (artists, curators, experts, lecturers, etc.);
- Travel expenses in direct connection with the implementation of the programme (travel and accommodation) for persons included in the programme;
- Promoting and ensuring the visibility of the programme and documenting the programme;
- The procurement of various materials required for the production and implementation of the programme;
- Lease of technical equipment and space required for programme preparation and execution;
- Equipment transport and insurance;
- Obtaining prescribed permits, approvals and the like required for the implementation of the programme;
- Public liability insurance policy for third parties, in the framework of organizing individual events, providing works of art and equipment, from damage due to vandalism, breakage, theft and fire, etc.;
- Implementation of security measures (medical assistance, security guards, police, fire brigade, etc.) in accordance with the regulations and general standards in the organization of public events;
- Copyright fees (ZAMP, etc.);
- Other costs necessary for the implementation of the programme.

Unacceptable costs:

- Costs that are not in accordance with the law;
- Costs not directly related to the implementation of the programme, i.e. not related to the proposed activities;
- Fines, financial penalties and litigation costs;
- Costs relating to debts, debt payments and interest payments;
- Costs relating to covering losses or potential future liabilities;
- Costs that are excessive or unreasonable.

APPLICATION PROCEDURE, DEADLINE AND REQUIRED DOCUMENTATION

APPLICATION

The application consists of:

1. Application form filled out on the website;
2. Description of the programme and other corresponding and required enclosures (and any other possibly required enclosures) attached to the application form.

The programme can **only be applied through the application form with the corresponding enclosures at the website www.rijeka2020.eu**.

The application form must be completed (all the requested data entered).

Links to the application forms:

1. [Application form for Category 1](#)
2. [Application form for Category 2](#)
3. [Application form for Category 2 – IN ENGLISH](#)

The programme description must contain all the relevant information required for programme assessment, in accordance with the provisions of this call and enclosed Instructions for programme application.

The application form and programme description should be completed **in the Croatian language and in Latin script. A summary of the programme in the English language and Latin script** should be delivered with the Programme description.

The programme description and all enclosures have to be in accordance with **the specific documentation size limitations**.

Incomplete applications and applications containing documents that are outside the size limitations **will not be taken into consideration**.

ENCLOSURES/supporting documents

Required enclosures

Category 1: CO-FINANCING

The application should include the following required enclosures:

1. Programme description
2. Complete budget (bill of quantities and revenue plan)
3. List of key projects or programmes of the applicant implemented over the past 3 years with a short description
4. Short resume of the programme manager with key references
5. Short resume with references of key authors and/or performers participating in the programme

6. Signed statement by the applicant guaranteeing that no activity included in the programme is not co-financed with funds for public needs in culture of the City of Rijeka or the Ministry of culture of the Republic of Croatia

Category 2: LABELLING

The application should include the following required enclosures:

1. Programme description
2. Short resume with the references of key artists and/or performers participating in the programme

Additional enclosures

If necessary, it is possible to enclose graphic or audiovisual material presenting the submitted project, such as sketches, photos, pictures, etc., in .jpg, .png, .jpeg, .mov, .avi, .mp3 and .mp4 formats .

DOCUMENTATION SIZE LIMITATIONS

Document	Limitation
Programme description	Up to 10 pages; minimum font size 10
List of key projects or programmes of the applicant implemented over the past 3 years with a short description	Up to 2 pages; minimum font size 10
Short resume of the programme manager	Up to 1 page; minimum font size 10
Short resume with references of key authors and/or performers	Up to 3 pages; minimum font size 10
Signed statement of the applicant related to the lack of co-financing for public needs in culture of the City of Rijeka or the Ministry of culture of the Republic of Croatia	Up to 1 page; minimum font size 10

Applications that fail to follow the documentation size limitation will not be taken into consideration.

APPLICATION DEADLINE

The application deadline is: April 11, 2019.

REQUESTING INFORMATION

All the general information in this call is provided by RIJEKA 2020 d.o.o.

All questions related to the public call can only be sent via email prijave.programa@rijeka2020.eu no later than 3 days before the deadline for the applications, i.e. **no later than 9 April, 2019**. Questions received after the given deadline will not reply to any questions received after the given deadline.

In order to ensure the equality of all the applicants, RIJEKA 2020 Llc. will not give advice and previous opinions on specific programmes and applicants.

The applicants will receive answers to their questions on the public call in the shortest possible time at the email address the questions were sent from, and all the questions and answers will be published on the website www.rijeka2020.eu.

We recommend that you check whether the question you are planning to send has already been answered.

APPLICATION EVALUATION PROCEDURE AND CRITERIA

ASSESSMENT AND EVALUATION PROCEDURE

The programme evaluation process will be implemented as follows, i.e. through the following steps:

1. Formal requirements assessment;
2. Rating of programme acceptability;
3. Rating of quality criteria;
4. Determining whether the proposed programme contains elements of programme priorities;
5. Final programme rating;
6. Forming rankings;
7. Defining the final list of chosen programmes.

Applications that **fail to meet the formal** requirements **will not be taken into further consideration**.

Applications that meet the formal requirements, **but which failed programme acceptability, will not be taken into further consideration**.

Applications that meet the formal requirements and programme acceptability requirements will be assessed based on the **quality criteria** classified into several groups. In order for an application to be taken into consideration, each group has to receive a specific **minimum number of points** (threshold).

Applications that get a specific number of points in all quality criteria groups will be examined to see if they contain **programme priority** elements based on which they can get **additional points**.

The quality evaluation procedure ends with the **final programme rating**. Applications that **fail to reach the threshold in the final assessment**, regardless of the number of points from the previous steps of the evaluation, **will not be included in the final list of chosen programmes**.

At the end of the procedure, a **ranking of selected programs is created according to the sum of the points obtained by evaluating the quality criteria, determining program priorities (additional points) and final rating points**. Only proposals that meet the formal and programme requirements and that exceeded the provided thresholds will be on that ranking.

If two or more programme proposals have **the same number of points**, the priority of programme application rule will be applied.

The evaluations process **will be conducted for each particular category and class**, where:

1. Applications that fail to get a sufficient number of points in category 1: CO-FINANCING can be transferred to category 2: LABELLING.
2. Within category 1: CO-FINANCING, the applications that fail to get a sufficient number of points in the class they applied for can be transferred to a lower class.

The applicant can receive an amount lower than the requested amount, within the same class or a lower class, depending on the number of achieved points and the evaluation of the programme feasibility. In this case, before the contract is signed, the applicant will be required to give approval and send a revised programme budget, in accordance with the proposed reduced amount.

FORMAL REQUIREMENTS

All applications have to be in accordance with the prescribed requirements. The applicant may be called on in writing (by email) to submit **additional clarifications/documents/information** when the submitted application is not clear or when there is a discrepancy in the submitted data, thereby preventing an objective assessment process. The purpose of the clarification procedure is not to give the applicant the opportunity to correct omissions or errors. The applicant is required to act in accordance with the call **within 3 days from the date of the call for amendment being sent.**

Applications that fail to fulfil the prescribed formal requirements, i.e. for which the mandatory materials required by the request for amendment are not submitted in due time, shall be excluded from further consideration.

The following formal requirements are prescribed:

Category 1: CO-FINANCING

Formal requirements in this category are:

- The application is complete and delivered as prescribed and within the given deadline (application form, project description and other obligatory enclosures);
- The requested amount for co-financing is in accordance with the offered classes and maximum amounts of co-financing;
- The applicant is a legal or natural entity in accordance with the provisions of this call;
- All submitted documents are in compliance with the documentation size limits.

Category 2: LABELLING

Formal requirements in this category are:

- The application is complete and delivered as prescribed and within the given deadline (application form, project description and other obligatory enclosures);
- All submitted documents are in compliance with the documentation size limits.

PROGRAMME ELIGIBILITY REQUIREMENTS

Applications that fail to fulfil the prescribed programme eligibility requirements shall be excluded from further consideration.

The criteria used to assess whether or not programs are acceptable are formulated based on the fundamental characteristics of the programme, as follows:

Category 1: CO-FINANCING

- The proposed activities are not part of an already approved programme within the framework of the Rijeka 2020 - the European Capital of Culture project, nor have they the right to co-financing on that basis;
- The dominant content of the proposed programme consists of one or several public events;
- Events within the programme belong to proscribed forms of activities and areas;
- Most of the events are planned to be held in the area of the City of Rijeka and/or Primorje-Gorski Kotar County (with the possibility of extending a smaller part of the programme to other locations);
- Events are planned from 1 February 2020 to 31 December 2020;
- The programme does not contain unacceptable activities.

Category 2: LABELLING

- The dominant content of the proposed programme consists of one or several public events;

- Most of the events are planned to be held in the area of the City of Rijeka and/or the Primorje-Gorski Kotar County (with the possibility of extending a smaller part of the programme to other locations);
- Events are planned from 1 February 2020 to 31 December 2020;
- The programme does not contain unacceptable activities.

QUALITY EVALUATION CRITERIA /Selection criteria/

Applications that fulfil the formal requirements and programme eligibility requirements will be evaluated based on the following criteria:

Category 1: CO-FINANCING

1.1 PROGRAMME IMPORTANCE

- Originality and uniqueness of the programme (to what extent it is specifically designed for the ECoC programme);
- Level of compliance of the programme with the general conceptual and thematic guidelines and the values of the ECoC programme;
- Level of compliance with the thematic and conceptual guidelines of one of the five offered flagships.

1.2 PROGRAMME QUALITY

- Programme elaboration, completeness and definition;
- Originality or authenticity of the programme concept and/or innovation or creativity in approach;
- References to major artists/performers and/or authors;
- Clarity of the definition of target groups and the relevance and accessibility of the programme to the target group;
- Deliberation of the program at a conceptual and content level from the aspect of the public, and the development of activities aimed at audience development.

1.3 EUROPEAN DIMENSION (applies to the whole of Europe, not just the EU)

- The role, level of involvement and participation in the programme of artists, performers, experts or other actors from abroad, from Europe;
- The number and role of actors (institutions, organizations, cities and others) from abroad, from Europe, who participate in the programme as partners;
- The level at which the programme contributes in theme and content to the promotion of the cultural diversity of Europe, intercultural dialogue and greater mutual understanding of European citizens or contributes to the emphasis on common aspects of European cultures, heritage and history and/or European integration and/or current European themes;
- Attractiveness and availability of the programme for foreign visitors.

1.4 LOCAL ASPECT

- Role, level of involvement and participation in the programme of artists, performers, experts or other actors from Rijeka, or Primorje-Gorski Kotar County;
- Number and role of actors (institutions, organizations, cities and others) from Rijeka, or Primorje-Gorski Kotar County, who participate in the programme as partners;
- the level at which the programme contributes both with themes and content to the promotion of cultural diversity at the local, regional and/or national level;
- The attractiveness and availability of the programme for the local audience and national visitors;
- The participation of citizens and volunteers or in a different manner for the implementation of the programme;

1.5 PROGRAMME FEASIBILITY AND THE ABILITY OF IMPLEMENTATION

- Compliance of the technical feasibility and complexity of the programme organization with the capacity and experience of the applicant and the financial and organizational complexity of the programme with the capacity of the applicant;
- The balance of the applied programme budget (diversity of revenue sources and compliance with the expenditure plan) and budget reality (revenue plan justification, activity cost alignment).

SCORING

In criteria groups 1.1 IMPORTANCE, 1.2 QUALITY and 1.5 PROGRAMME FEASIBILITY, the maximum number of points a proposed programme can achieve in each group is 50. In order for a programme to exceed the threshold, it has to acquire a minimum of 60% or 30 points in each group.

The maximum number of points in the 1.3 EUROPEAN ASPECT group is 40, and in order for a programme to exceed the threshold, it has to acquire a minimum of 50% or 20 points.

The maximum number of points in the 1.4 LOCAL ASPECT group is 30, and in order for a programme to exceed the threshold, it has to acquire a minimum of 50% or 15 points.

The total maximum number of points that a programme can achieve based on the quality evaluation criteria is 220 points.

Category 2: LABELLING

2.1 PROGRAMME IMPORTANCE

- Level of compliance of the programme with the general conceptual and thematic guidelines and the values of the ECoC programme.

2.2 PROGRAMME QUALITY

- Programme elaboration, completeness and definition;
- Originality or authenticity of the programme concept and/or innovation or creativity in approach;
- References to major artists/performers and/or authors;

2.3 EUROPEAN ASPECT/dimension (applies to the whole of Europe, not just the EU)

- The role, level of involvement and participation in the programme of artists, performers, experts or other actors from abroad, from Europe;
- The level at which the programme contributes in theme and content to the promotion of the cultural diversity of Europe, intercultural dialogue and greater mutual understanding of European citizens or contributes to the emphasis on common aspects of European cultures, heritage and history and/or European integration and/or current European themes;
- Attractiveness and availability of the programme for foreign visitors.

2.4 LOCAL ASPECT

- The level at which the programme contributes both with themes and content to the promotion of cultural diversity at the local, regional and/or national level;
- The attractiveness and availability of the programme for the local audience and national visitors;

SCORING

The maximum number of points in the 2.1 IMPORTANCE criteria group is 20, and in order for a programme to exceed the threshold, it has to acquire a minimum of 50% or 10 points.

The maximum number of points in the 2.2 QUALITY group is 20, and in order for a programme to exceed the threshold, it has to acquire a minimum of 60% or 12 points.

The maximum number of points in the 2.3 EUROPEAN DIMENSION group is 15, and in order for a programme to exceed the threshold, it has to acquire a minimum of 60% or 9 points.

The maximum number of points in the 2.4 LOCAL ASPECT group is 15, and the threshold is not defined.

The total maximum number of points that a programme can achieve based on the quality evaluation criteria is 70 points.

ASSESSMENT OF THE FULFILMENT OF PROGRAMME PRIORITY REQUIREMENTS

Based on the analysis of the applications, it will be assessed to what extent the proposed programme is in accordance with the defined programme priorities to award points as follows:

Category 1: CO-FINANCING

If a programme is in accordance with priority 1 (the programme is intended for young people, i.e. the appropriateness and attractiveness of the programme for this age group), it can achieve a maximum of 15 points.

If a programme meets one or more of the other mentioned priorities, it can achieve a maximum of 10 points for each priority.

The total maximum number of points that a programme can achieve based on the fulfilment of programme priority requirements is 55 points.

Category 2: LABELLING

If a programme meets one or more of the mentioned priorities, it can achieve a maximum of 5 points for each priority.

The total maximum number of points that a programme can achieve based on the fulfilment of the programme priority requirements is 25 points.

FINAL RATING

Based on the examination of the overall programme documentation, and following a detailed quality analysis and compliance analysis of the programme pursuant to the programme criteria, a final rating is reached, which is based on the points achieved, with each programme having to meet the threshold of the final rating, as follows:

Category 1: CO-FINANCING

The following will be evaluated:

1. The contribution of the programme to the overall quality and diversity of the ECoC programme;
2. The relationship between the content scope, quality and appeal on one side and requested co-financing amount on the other.

Based on each stated criteria, a programme can achieve a maximum of 10 points, and in order for it to pass the threshold, it has to acquire a minimum of 60% or 6 points.

Category 2: LABELLING

The contribution of the programme to the overall quality and diversity of the ECoC programme will be evaluated.

A programme can achieve a maximum of 10 points, and in order for it to pass the threshold, it has to acquire a minimum of 50% or 5 points.

SELECTION OF APPLICATIONS

The decision on the selected programmes **will be published on the website www.rijeka2020.eu**. Programme applicants will not be informed in any other way in writing about the programme not being selected.

The applicants **of selected programmes will be contacted in writing** via email at the contact address stated on the application form and **invited to sign the contracts**. Applicants can be required to provide additional data or materials necessary to sign the contract.

If the applicant for a selected programme fails to acknowledge (email) the intention to sign the contract or fails to deliver requested data or materials within the given deadline, **which is a minimum of 7 days, it shall be deemed that the applicant withdrew the application**. In that case, the next best-evaluated applicant will be called to sign the contract. The above will apply if it is found that the proposed project cannot be implemented.

Applicants found **to have provided false, unsound or incomplete statements, data, information** or documentation in their application form and/or supporting documentation **will be expelled** from the selection procedure.

The content of the received application is in the ownership of the applicant. Accordingly, no application received will be published in full, regardless of whether the application was approved or rejected. Accordingly, it is not possible to obtain the right of access to the applications received, except in the case of the explicit written consent of the owner. **Only summaries of submitted projects can be published**.

Applications and documentation **will not be returned**. Any documents submitted by the applicants in any manner other than the prescribed will not be taken into consideration nor returned to the applicants.

Assessment of formal requirements will be conducted by the **Committee for the Assessment of Formal Requirements**, which consists of three members of the RIJEKA 2020 d.o.o. company employees, appointed by the Company Management Board.

A further assessment and evaluation process will be conducted by the **Programme Committee**, which will consist of a minimum of 3 or a maximum of 7 members to be appointed by the Company Management Board.

The decision on the selected programmes submitted to this public call is made by RIJEKA 2020 d.o.o. based on the proposals by the Programme Committee, which issues the final list of the best programmes. The final list of selected programmes from category 1 CO-FINANCING also contains the proposed co-financing amount.

The decision on the selected programmes issued based on this public call is final.

The programme selection procedure is a business act and will not be managed as an administrative procedure; the provisions on the right to complaint as in a legal remedy in administrative procedure will not apply to the complaint procedure. Decisions issued in the programme selection procedure and observations on the complaint will not be deemed administrative acts.

CHECKLIST FOR APPLICANTS

This list is used solely as **a reference** for the applicants, and it does not contain the specifics described in the text of this call, so applicants are advised **to study the text of the call in detail**. The list does not have to be filled, but we do recommend using it for preparation and before submitting the application.

The criteria, materials or requirements applicable for each category are marked with the following tags:

X = applicable (will be examined)

- = not applicable (will not be examined)

CRITERIA / MATERIAL / REQUIREMENT	CATEGORY 1: CO-FINANCING	CATEGORY 2: LABELLING	Tag
APPLICANT			
The applicant is a legal or natural entity registered at the corresponding registry in the Republic of Croatia.	X	-	
The applicant has a person authorised for representation.	X	-	
NUMBER OF APPLICATIONS			
The applicant has submitted a maximum of 3 applications.	X	X	
PROGRAMME MANAGER			
The applicant has clearly designated a person responsible for the programme implementation (manager).	X	X	
CO-FINANCING			
The requested amount for co-financing is in accordance with the offered classes and maximum amounts of co-financing (see: CATEGORIES).	X	-	
If the applied program is selected for co-financing through this public call, the applicant will not use the possibility of co-financing for the same program through public needs in culture of the City of Rijeka and the Ministry of Culture of the Republic of Croatia.	X	-	
PROGRAMME ELIGIBILITY			
The proposed activities are not part of an already approved programme within the framework	X	-	

of the Rijeka 2020 - the European Capital of Culture project, nor have they the right to co-financing on that basis.			
The dominant content of the proposed programme consists of one or several public events.	X	X	
Most of the events are planned to be held in the area of the City of Rijeka and/or the Primorje-Gorski Kotar County (with the possibility of extending a smaller part of the programme to other locations).	X	X	
Events are planned from 1 February 2020 to 31 December 2020.	X	X	
Events within the programme belong to proscribed forms of activities and areas (see: ACCEPTABLE AREAS AND ACTIVITIES).	X	-	
The programme does not contain unacceptable activities (see: UNACCEPTABLE ACTIVITIES).	X	X	
BUDGET			
The revenue plan and expenditure plan include the total project budget (not only the part related to the co-financing in this call).	X	-	
The amount of requested co-financing through this call is adjusted to one of the co-financing programme classes (see: CATEGORIES).	X	-	
The revenue plan contains all the requested information source, amount and status (see: PROGRAMME BUDGET).	X	-	
Revenues are planned in an economical and efficient manner, in full amount; the plan includes acceptable costs and does not include unacceptable costs (see: PROGRAMME BUDGET).	X	-	
PROGRAMME QUALITY AND IMPORTANCE AND THE APPLICANT'S ABILITIE OPERATIONAL CAPACITIES			
The application contains information that can be used to assess the programme based on the prescribed criteria (see: QUALITY EVALUATION CRITERIA).	X	X	
It is clear from the application that the programme includes one or more programme priorities (see: PROGRAMME PRIORITIES).	X	-	
It is clear from the application in which measure the proposed programme contributes to the total quality and variety of the European Capital of Culture programme (the programme is presented clearly).	X	X	
The balance of the relationship between the content scope, quality and appeal on one side and	x	-	

requested co-financing amount on the other is clear from the application.			
APPLICATION FORM AND PROGRAMME DESCRIPTION			
The application form is duly complete (all the requested data has been delivered, the application for is completed in Croatian and Latin script), and the Programme description contains all the required elements, including the programme summary in English and in Latin script.	X	X	
The application, programme description, required and additional enclosures are in accordance with the prescribed limitations on documentation size.	X	X	
The application is completed as prescribed and within the given deadline.	X	X	
REQUIRED ENCLOSURES			
The enclosures to the application form are:			
- Programme description	X	X	
- Complete budget (bill of quantities and revenue plan)	X	-	
- List of key projects or programmes with the applicant implemented over the past 3 years	X	-	
- Short resume of the programme manager with key references	X	-	
- Short resume with references of key authors and/or performers participating in the programme	X	X	
- Signed statement by the applicant guaranteeing that no activity included in the programme is co-financed with funds for public needs in culture of the City of Rijeka or the Ministry of culture of the Republic of Croatia	X	-	