

Education, Culture and Sports Department of Riga City Council

Krišjāņa Valdemāra iela 5, Rīga, LV-1010, telephone, 67026816, e-mail iksd@riga.lv

# Regulations

Rīga

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| \_\_13 th March, 2019 | No.33-nos |

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| **Festival of Light “Staro Rīga” Project Funding Competition Regulations**  |

**I. General Provisions**

1. The regulations of the Festival of Light "Staro Rīga” (hereinafter – the Festival) shall determine the procedure for the submission of applications for inclusion in the Festival programme and the allocation of funds by competition procedure for the financing of urban environment objects and events, from the planned funds of Riga City municipality's budget.

2. The Festival's project competition (hereinafter – the Competition) shall be announced and organised by the Education, Culture and Sports Department of Riga City Council (hereinafter – the Department).

3. Any legal person, association of legal persons, local government and State authority, individual merchant, as well as a natural person registered with the State Revenue Service as a performer of economic activity may apply to receive funding (hereinafter – the Applicant).

4. The project applications (hereinafter - the Application) submitted to the Competition shall be evaluated by the Competition Commission (hereinafter - the Commission) which is approved by the Department Director by issue of an order.

5. The projects supported by the Competition shall be financed by the Department's budget programme "Cultural events".

6. The announcement regarding the Competition and the Competition regulations and the translation of the regulations into English shall be published on the websites: www.kultura.riga.lv and www.staroriga.lv.

**II. Objectives and Tasks of the Competition**

7. The objectives of the Competition are:

7.1. to support the implementation of urban environment objects and event projects in the centre of Rīga and its neighbourhoods;

7.2. to ensure the development of a diverse Festival programme and the access thereto for the inhabitants and visitors of the city of Rīga;

7.3. to encourage the creation of urban environment objects which are intended to be illuminated in the long-term;

7.4. to uphold a long-standing Festival tradition which would inspire more interest from tourists about Rīga during the tourism off-season;

7.5.to boost the creative use of technology in the development of urban environment objects.

8.The task of the Competition is to financially support the implementation of Festival light object projects and other events in accordance with the **Job Assignment of the Competition** (Annex 1).

**III. Content and Submission of the Application**

9. The following documents shall be included in the Application:

9.1. the **project application** (Annex 2);

9.2. a **description of the project**, attaching sketches, scenarios and other materials which give further insight into the project's artistic idea, the technical requirements and justify the request for funding (in free form);

9.3. the **estimate of costs** – the total costs required for implementation of the project (including all fees, taxes and other payments, calculated in *euros),* an explanation of the indicated costs, the existing and planned co-financing and the intended use thereof (Annex 3).

9.4. the **CV of the project author or authors.**

1. In addition to the documents specified in Paragraph 9 of these regulations, the Applicant is permitted to submit other documents which provide important information about the Applicants themselves or the activities anticipated within the project.
2. The project application documents shall be prepared in the official language in A4 format, in computer typeset. The application shall be submitted as one inseparable document package, in the order specified in Paragraph 9 of these regulations.
3. The Applicant shall submit the documents specified in Paragraph 9 of these regulations in paper form or in the form of an electronic document, preparing them in compliance with the laws and regulations regarding the drawing up of documents:

12.1. if the Application is submitted in paper form, it shall be drawn up in compliance with the requirements of Paragraph 55 of Cabinet Regulation No. 558 of 4 September 2018 "Procedures for Drawing Up and Preparing Documents", including Sub-paragraph 55.2 and Paragraph 57 - on the back of the last page of the application the thread which holds together all pages shall be tied and affixed by sticking a piece of paper on top of it, on which the number of pages sewn together shall be indicated (in numeric form and - in parentheses - in words), and affirmed with the signature and deciphered signature of the project applicant or the authorised representative thereof. All documents which are attached to the Application in a foreign language shall have attached a notarised translation into the official language affirmed by the Applicant.

12.2. if the Application is submitted in electronic form, it shall be drawn up in compliance with Cabinet Regulation No 473 of 28 June 2005 "Procedures for the Preparation, Drawing Up, Storage and Circulation of Electronic Documents in State and Local Government Institutions, and the Procedures by which Electronic Documents are Circulated between State and Local Government Institutions, or Between These Institutions and Natural Persons and Legal Persons".

1. The Application shall be submitted by the deadline indicated in the announcement regarding the Competition, to the Department's Customer Service Centre in Rīga, Krišjāņa Valdemāra iela 5, in person or by sending it as an electronic document:

13.1. if the Application is submitted in person, it shall be submitted as one copy and the Application shall be sent simultaneously electronically to e-mail address starorgia@riga.lv (the Application shall be considered to have been submitted when both versions have been received);

13.2. if the Application has been drawn up as an electronic document, it shall be sent to e-mail address iksd.kpp@riga.lv with the secure electronic signature of the person authorised to sign, with a time stamp.

1. The Application, estimate of costs and project description shall be signed by the project applicant - a person authorised to sign on behalf of a legal person or the applicant - a natural person. In case of the submission of a joint project, the documents shall be signed by all parties involved in the project, indicating the main organiser of the project - the financially and legally responsible person.
2. Each Applicant is permitted to submit several project applications.
3. Applications shall be rejected with no further evaluation where they have not be prepared in accordance with the requirements of Paragraphs 9, 11, 12, 13 and 14 of these Regulations, or where the Applicant has outstanding financial liabilities to the Department.
4. When publishing the notice regarding the announcement of the Competition, the deadline for the submission of project applications shall be indicated which may not be sooner than 15 days from the date of the publication.
5. The Commission shall only evaluate those project applications which have been submitted by the deadline indicated in the announcement of the Competition.

19. The Department shall ensure that the information which the Applicants have submitted marked "Information with restricted access” is not shared with third parties, without their consent, except in the cases specified in laws and regulations.

20. The Application submitted by an Applicant is proof that he or she has become acquainted with these regulations, shall observe them in full and shall take on responsibility for the non-fulfilment of the conditions specified in these regulations.

21. The Application submitted by an Applicant shall not be returned following evaluation, where it is evaluated regardless of whether the project has acquired funding or is rejected. The content of rejected Applications is information with restricted access.

22. An Applicant is permitted to amend or recall a submitted Application, prior to the deadline for the submission of Applications, informing the Department in writing accordingly.

**IV. Rights and Obligations of the Commission**

23. The Commission shall work in accordance with these regulations and the laws and regulations in force.

24. The Commission shall comprise of seven members, including the Chair of the Commission and the Deputy Chair of the Commission.

25. The Commission shall have a quorum if not less than four members of the Commission are present at a meeting.

26. The work of the Commission shall be chaired by the Chairperson. During the absence of the Chairperson of the Commission his or her functions shall be fulfilled by the Deputy Chairperson of the Commission. Decisions of the Commission shall be taken during the meetings by an open ballot vote. A decision shall be taken, if the majority of the members of the Commission present have voted. In the event of a tied vote, the vote of the Chairperson of the Commission shall be the deciding vote.

27. The meetings of the Commission shall be recorded in the minutes of the meeting. The minutes of the meeting shall be signed by all members of the Commission present and the Commission's Secretary, who is not a member of the Commission. The minutes of the meetings shall be stored by the Department pursuant to the classification of case files.

28. The Commission has the following rights:

28.1.to invite independent experts to the work of the Commission, including international experts, to provide expert opinions (the opinions of experts shall be of a recommendatory nature);

28.2. to refuse to evaluate applications which do not comply with the requirements of these regulations;

28.3. to request additional information from the Applicants;

28.4. to carry out mathematical corrections to mistakes in applications, informing the Applicant accordingly;

28.5. to perform other activities in accordance with these regulations and the laws and regulations in force.

**V. Application Evaluation Criteria and Procedures**

29. The following criteria are determined for the evaluation of the Applications:

29.1.the quality of the artistic offer and the rational justification for the technical implementation;

29.2.the compliance of the project with the Festival theme and programme in accordance with the Job Assignment.

29.3. the equilibrium of the artistic and financial aspects;

29.4. the publicity and accessibility of the project;

29.5. the compliance of the project with the requirements of the regulations, the accuracy and clarity of the presentation;

29.6. the experience, reliability and reputation of the Applicant;

29.7. the compliance of the requested funding with the financial capabilities of the Competition;

29.8. the timely performance of the hitherto contractual relationship with the Department.

30. Prior to the evaluation of projects each Commission member and invited expert, if such have been invited, shall sign a declaration that there are no circumstances due to which it could be considered that he or she is personally interested in the selection or activity of a specific project Application.

31. Where a Commission member is personally interested in the evaluation of any specific Application, he or she shall inform the other Commission members accordingly and not participate in the evaluation of the Application in question or the taking of the decision regarding the allocation of funding.

32. The Commission meetings shall take place in the absence of the Applicants and their representatives.

33. The Commission is entitled to request that the Applicant clarifies or adds to information regarding his or her Application, where this is necessary for the evaluation of the Application, indicating the deadline by which the Applicant shall provide a response. Following the receipt of additional information the Commission shall re-evaluate the Application.

34. The Commission shall perform the evaluation of an Application and take a decision within 30 working days following the deadline for the submission of Applications.

35. All Applicants shall be informed in writing regarding the Competition results within ten working days following the taking of the decision by the Commission, sending the information to the e-mail addresses indicated in the Applications or to the official e-mail address.

36. Information regarding the supported projects shall be published on the websites: www.kultura riga.lv and www.staroriga.lv

**VI. Conditions for the Allocation of Funding**

37. On the basis of the decision of the Commission regarding the allocation of funding, the Department shall enter into a financial contract with the project implementer (sample contract - in Annex 4). Where supported projects are those of institutions subordinate to the Department, a Department Order shall be issued.

38. The contract shall be entered into within a period of one month following the taking of the decision by the Commission, but not later than five months prior to the start of the Festival. If a contract is not entered into within the time specified, the allocated funding may be annulled.

39. The funding allocated for the implementation of a project may only be used within the framework of the budget for the current year.

**VII. Closing Provision**

40. The Department Regulations No.26-nos of 19 February 2016 "Festival of Light "Staro Rīga” Projects Grant Competition Regulations” (with amendments made with Department Regulations No.23-nos of 16 February 2017 and Department Regulations No.7-nos of 10 January 2018) is repealed.

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| Acting Director | I.Balamovskis |

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