

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

February 19th, 2016

№ 26-nos

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

*Alterations in accordance with Education, Culture and Sports Department of Riga City Council
February 16, 2017 Regulation No. 23-nos*

*Alterations in accordance with Education, Culture and Sports Department of Riga City Council
January 10, 2018 Regulation No. 7-nos*

I. General Provisions

1. The regulations of Festival of Light “Staro Rīga” (hereinafter – Festival) Projects 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 and funds of the State budget provided for Latvia's centennial programme of the Ministry of Culture.
(Version of the Regulations No. 7 – nos of the Education, Culture and Sports Department of Riga City Council of January 10, 2018)
2. The Festival’s Projects Competition (hereinafter – Competition) is announced and organized by the Education, Culture and Sports Department of Riga City Council (hereinafter Department).
(Version of the Regulations No. 7 – nos of the Education, Culture and Sports Department of Riga City Council of January 10, 2018)
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 as well as translation of Competition Regulations in English is published in the websites www.kultura.riga.lv and www.staroriga.lv.
(Version of the Regulations No. 23 – nos of the Education, Culture and Sports Department of Riga City Council of February 26, 2017)

6. Any legal person or association of legal entities registered in the Republic of Latvia or abroad, a municipal or public body, is eligible to participate in the Competition and qualify for funding.

(Version of the Regulations No. 7 – nos of the Education, Culture and Sports Department of Riga City Council of January 10, 2018)

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 other events, in accordance with the Job Assignment of the Competition (Annex 1).

(Version of the Regulations No. 7 – nos of the Education, Culture and Sports Department of Riga City Council of January 10, 2018)

III. Submission of Applications

9. Application for the Project (hereinafter – the Application) shall be submitted in person to the Department, in Riga, at Krišjāņa Valdemāra iela 5, Clients Service Centre of the Department, starting as of the date of announcement of the Competition on working days from 9:00 to 16:00 by 15 March 2018, 15:00 (or sending via mail – no later than by 12 March 2018 (date of dispatch)). Concurrently the Application shall be sent electronically to the e-mail address 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 applications.

(Version of the Regulations No. 7 – nos of the Education, Culture and Sports Department of Riga City Council of January 10, 2018)

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 Article 19.
(Version of the Regulations No. 7 – nos of the Education, Culture and Sports Department of Riga City Council of January 10, 2018)
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)

(Paragraph 20 deleted in accordance with the Regulation No. 7-nos of the Education, Culture and Sports Department of Riga City Council of January 10, 2018)

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.

(Paragraph 22 deleted in accordance with the Regulation No. 7-nos of the Education, Culture and Sports Department of Riga City Council of January 10, 2018)

VI. Commission's Rights and Duties

23. The Commission acts within these Regulations.
24. The Commission consists of seven (7) members, including Chairperson and Vice Chairperson. During the absence of the Chairperson of the Commission it will be replaced by the Vice Chairperson.
(Version of the Regulations No. 23 – nos of the Education, Culture and Sports Department of Riga City Council of February 26, 2017)
(Version of the Regulations No. 7 – nos of the Education, Culture and Sports Department of Riga City Council of January 10, 2018)
25. The Commission has a quorum if attended by at least 4 (four) of Commission's members.
(Version of the Regulations No. 7 – nos of the Education, Culture and Sports Department of Riga City Council of January 10, 2018)
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. Minutes of the meetings are stored by the Department pursuant to classification of case files.
(Version of the Regulations No. 7 – nos of the Education, Culture and Sports Department of Riga City Council of January 10, 2018)
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. Request additional information from Applicants.
 - 28.5. Make mathematical corrections in the Project's and/or Idea's Application, in conjunction to notifying the Applicant of these changes.
 - 28.6. To carry out other activities pursuant to these Regulations and legislation in force.

VII. Applications Evaluation Procedure

(Paragraph 29 deleted in accordance with the Regulation No. 7-nos of the Education, Culture and Sports Department of Riga City Council of January 10, 2018)

30. Before evaluation of projects 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 Applications.
(Version of the Regulations No. 7 – nos of the Education, Culture and Sports Department of Riga City Council of January 10, 2018)
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 determine 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. On the basis of decision of the Commission regarding granting the funding, the Department enters into the financing contract with the implementer of the project (sample of the contract – Annex 5). If an Application of an institution subordinate to the Department is supported, a directive will be signed, not a contract.

(Version of the Regulations No. 7 – nos of the Education, Culture and Sports Department of Riga City Council of January 10, 2018)

(Paragraph 39 deleted in accordance with the Regulation No. 7-nos of the Education, Culture and Sports Department of Riga City Council of January 10, 2018)

40. A contract will be signed within one month after the Commission has come to a decision and no later than 5 (five) months prior to the beginning of the Festival. If no contract is signed within this time frame, the allocated financing will be annulled.

(Version of the Regulations No. 7 – nos of the Education, Culture and Sports Department of Riga City Council of January 10, 2018)

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 must be spent in its entirety within the same fiscal year that the grant was allocated to the Applicant.

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