

Announcement of the Organization European Capital of Culture Pafos2017

Following the call for proposals under the Programme for Enhancing Cultural Development in Pafos aimed at the continuation of cultural production and growth after the completion of the programme of Pafos2017, and further to consultations with the Cultural Services of the Ministry of Education and Culture, we wish to announce the following:

1. Applications (form A) can be submitted by non-profit making agencies and organisations. Applications which are not submitted through agencies will not be accepted.
2. Applications must be accompanied by the specific budget form (form B), in accordance with the instructions of the Cultural Services of the Ministry of Education and Culture.
3. Funding will be granted in accordance with the regulations (form C).
4. In view of these additional conditions, regulations and forms, the Organisation announces the extension of the deadline for the submission of applications until the 26th of January 2018 inclusive.
5. All applications already submitted must be submitted again in accordance with the new criteria and regulations.
6. The proposals will be assessed in cooperation with the Cultural Services of the Ministry of Education and Culture.

Applications must be submitted using the relevant form which you may find on the Organisation's website www.pafos2017.eu or obtain from the Organisation's offices (55 Griva Dighenis Str., 8047 Pafos, Cyprus).

Applications must be accompanied by all necessary information, project description, financial information, timeframes, etc.

The deadline for the submission of applications is the 26th of January 2018, at 12.00, at the Organisation's offices or electronically at info@pafos2017.eu.

For more information and clarifications, please call 26 932017 or contact us by email at info@pafos2017.eu.

FORM A

APPLICATION TO PARTICIPATE IN THE PROGRAMME FOR THE STRENGTHENING OF CULTURAL DEVELOPMENT IN PAFOS

A. Categories

LITERATURE	<input type="checkbox"/>	CINEMA	<input type="checkbox"/>
VISUAL ARTS	<input type="checkbox"/>	UTILISATION OF INFRASTRUCTURE	<input type="checkbox"/>
MUSIC	<input type="checkbox"/>	DEVELOPMENT OF SKILLS & KNOW-HOW	<input type="checkbox"/>
DANCE	<input type="checkbox"/>	DEVELOPMENT OF PRODUCTION CAPABILITIES	<input type="checkbox"/>
THEATRE	<input type="checkbox"/>	OTHER	<input type="checkbox"/>
FOLKLORE	<input type="checkbox"/>		

In case of actions involving more than one categories, please select the main category.

B. APPLICANT'S/APPLICANTS' DETAILS

1. Institution (private legal person):.....
.....
.....
1. Partners, collaborating institutions:.....
.....
.....
2. Registration n^o:.....
3. VAT registration n^o (if applicable):
4. Full name of legal representative:.....
5. Correspondence address:.....
6. Telephone: Fax: E-mail:.....

C. APPLICANT'S PROFILE

1. It is necessary to submit documents regarding the Institution's legal status (copy of the Certificate of Registration and the Memorandum).

2. Previous action (samples of previous work, reviews etc.) in print or electronic form.....

3. Sector(s) in which action(s) are developed:

4. Number of active registered members:

5. Network(s) of collaborating institutions (if applicable):

6. Description of the action (content, contributors, goals, time-schedule).....

7. Alignment of the action with the goals of the Programme for the Strengthening of Cultural Development in Pafos:.....

8. Methodology for the implementation of the action:

9. Promotion methods:
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D. BUDGET FOR THE ACTION

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.....
.....

Signature

Date

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Assessment/comments:.....

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.....
.....

Signature

Date

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Form B

Budget of the Action

I. EXPENDITURE Depending on the applicant (agency), state only the expenditure eligible for the specific Scheme for which the application is submitted						
1. Participating artists, fees (if any)						
1.1	€	1.5	€	Sub-total		
1.2	€	1.6	€			
1.3	€	1.7	€			
1.4	€	1.8	€			
2. Air tickets						
Itinerary(ies)		(a) No. of persons	(b) Amount (€)	Sub-total		
			€			
			€	€		
3. Away from base (accommodation / per diem / transport)						
3.1 Activity to be held in Pafos						
(a) No. of persons		(b) No. of days		(c) Daily amount		
				€100		
				€		
4. Promotional expenses						
5.1 Design and printing of program / invitation				€		
5.2 Advertising (mass media)				€		
5. Rental of space where the activity will be held				€		
6. Rental of technical equipment / other material				€		
7. Stage set – costumes – props				€		
8. Installations / removal of installations of exhibitions				€		
9. Packaging, transport and insurance of works of art / equipment						
10. Purchase of services (execution of technical part of the activity)						
11.1 Sound engineering	€	11.4 Sound recording	€	11.7 Subtitling	€	Sub-total
11.2 Lighting	€	11.5 Photo shoot	€	11.8 Projection	€	
11.3 Video recording	€	11.6 Transport	€	11.9 Props master	€	
11.10 Other:.....				€	€	
11. Intellectual property rights / rights of use of works					€	
12. Production of publication (design, printing, translation, proofreading, text writing)					€	
13. Implementation of educational program (printing / consumables)					€	
TOTAL ELIGIBLE EXPENDITURE OF THE ACTIVITY					€	

II. FUNDING OF ELIGIBLE EXPENDITURE (OTHER ESTIMATED INCOME)	
1. Already secured or estimated funding of the activity's eligible expenditure from other sources / cooperating agencies	€
2. Applicant's own contribution	€
3. Income from the activity (sale of tickets, catalogues, CDs, etc.)	€
TOTAL FUNDING OF THE ACTIVITY	€

Solemn Declaration

- I,, applicant, hereby solemnly declare the following:
- The information provided in this form or attached hereto is accurate.
 - I am aware of the procedures and the criteria that apply in relation to the Scheme. In particular, I declare that I am aware of the terms and conditions set forth in form C regarding the disbursement of the funding.
 - I undertake to publicly acknowledge the funding that may be granted in the printed/electronic material as well as the promotional material of the activity.

Signature:.....Date:.....Seal:



SPECIFIC TERMS AND RULES APPLICABLE TO THE FUNDING

I. Detailed financial income and expenditure report, final amount of funding, adjustment, proportional decrease, disbursement of 2nd instalment, demand for refund, difference in expenditure, cancellation of activity, exclusion of applicants:

1. The final total amount of the funding to be granted by the Organisation Pafos2017 will be calculated based on the data resulting from the certified detailed financial income and expenditure report to be submitted by the applicant (relating to funding to other agencies and other non-profit making organisations). In calculating the **final amount of the funding** the **adjustment** process will apply (the amount of the approved funding is multiplied by the amount of the documented / certified eligible expenditure incurred, and the product is divided by the expenditure recognised as eligible), in order to ensure that the funding granted to the applicants, added to any income from the activity, will not exceed the total incurred eligible and certified/documentated final expenditure. Therefore, the approved funding may be subject to a **proportional decrease** in cases where the eligible and certified/documentated final expenditure incurred is lower than the recognised eligible expenditure of the budget based on which the amount of the funding was determined, or in cases where, even though the final certified and documented expenditure incurred is equal or higher than the recognised eligible expenditure of the budget, the income does not justify the granting of the entire amount of the approved funding.
2. A $\pm 25\%$ difference between the amount of the individual eligible actual (final) expenditure of an activity and the corresponding budgeted expenditure is permitted. It is understood that this difference will not affect the amount of the approved funding paid to the applicant.
3. In case of cancellation of the activity, the applicant is required to return the amount already granted. The said amount cannot be used for other purposes / activities.

II. Drafting of a certified, detailed financial income and expenditure report, legal receipts, confirmation of sponsorships:

1. Applicants are required to submit within 30 days from the completion of the action the certified detailed income and expenditure report (agencies) of each separate activity.
2. The detailed financial income and expenditure report for **funding exceeding €7,000** is accepted if drawn by a certified auditor based on the international auditing standards and its accuracy is certified by the said auditor. It is understood that each page of the detailed financial income and expenditure report must bear the auditor's seal and signature.
3. The detailed financial income and expenditure report for **funding not exceeding €7,000** is accepted if submitted on behalf of the applicant / agency as follows:
 - a. Detailed table showing the expenditure (eligible only) and the income of the activity.
 - b. The table enumerates the legal receipts attached under each separate category of eligible expenditure in accordance with Form B (matching of expenditure with invoices / receipts).
 - c. The table and the invoices/receipts are accompanied by a statement (certification) signed either by the chairman or the treasurer of the agency (in the case of funding of agencies) confirming the accuracy of the financial report.
4. The receipts are legal and acceptable provided they are tax invoices and tax receipts stating the following information:
 - a. The number of the invoice / receipt
 - b. The date of issue of the invoice / receipt
 - c. The name of the issuer of the invoice / receipt (service provider, supplier of goods), the address and VAT registration No. (if any)

- d. The Tax Identification No. or the civil Identity Card No. of the issuer of the invoice / receipt
 - e. The name of the recipient of the service / goods
 - f. The description of the service / goods
 - g. The value of the service / goods.
5. Where sponsorships and funding are also obtained from other sources, the certified detailed financial report must necessarily be accompanied by the relevant confirmations of the other sponsors regarding the amount and purpose of each sponsorship.
 6. In cases where part of the funding will be used, among others, to pay fees to participating artists not domiciled in Cyprus, in accordance with the provisions of the Income Tax Law, applicants are required to retain an amount equal to 10% of such fee, to be attributed to the Director of the Tax Department at their own responsibility. It is understood that in these cases, together with all other legal receipts that they are required to produce, applicants must attach the relevant receipt of payment of the income tax.
 7. The payment of an away from base allowance (for hospitality in Cyprus) is subject to the presentation of the relevant legal receipts proving accommodation. It is not necessary to present other proof of transport or per diem expenses. The legal receipts providing proof of the accommodation must also be attached in the cases where the detailed financial report is drawn by a certified auditor.
 8. In case the applicants do not wish to submit the original legal receipts, they may submit certified copies.
 9. In case the actions are completed while the Organisation Pafos2017 is still in existence, the financial report will be submitted to the Organisation, which will forward it to the Cultural Services following a relevant check.
 10. In case the actions are completed after the Organisation terminates its operation, the financial report will be submitted directly to the Cultural Services.

III. AMENDMENTS / CHANGES

In the period of validity of the Scheme and based on any interim conclusions and findings that may arise in relation to its implementation, the Organisation Pafos2017, in consultation with the Cultural Services, maintains the right to make amendments and changes, with regard to both the context and the terms as well as the amounts made available in view of its implementation.