

TERMS AND CONDITIONS FOR THE SUBMISSION OF PROPOSALS FOR THE “KYPRIA 2017” INTERNATIONAL FESTIVAL

The “Kypria 2017” International Festival will be held during the month of September and the first week of October 2017.

The aim of the Festival is:

A) To present high-quality events **in the fields of performing/stage arts (music, dance, theatre, opera or a combination thereof). The program shall include a special provision for the inclusion of a performance or performances for children.**

B) To give the spectators the chance to attend performances of high aesthetic and artistic standard from Cyprus and abroad.

C) To offer the chance to Cypriot creators to present high-standard performances.

The support and presentation of proposals should contain the indication and documentation of elements related to the proposal and how to promote them. Each proposal should be a living artistic creation the support of which requires high artistic sense and professional thoroughness, in order to create spiritual pleasure for the spectators as well as a promoting point for the living elements of culture. Also, within the framework of proposals, among others, elements of modernism and/or tradition and/or multiculturalism, through modern means and approaches, should be promoted.

The applicants (cultural entities, artist’s agencies, companies, foundations, producers, artists etc.) should take into consideration the following:

1. The proposals to be submitted in 4 (four) copies should be clear and specific, without any hypothetical points or unclarified details in regard both to the artistic and the financial part and they should comply with the character and profile of the festival.
2. A brief reference to the profile of the producer (artist’s agency, company, foundation or natural person) who submits the application should be included.
3. Full details should be given in each application regarding the content of the artistic proposal, the participating artists, the other contributors, the duration as well as the dates on which the proposal may be presented if approved;
4. The applicant must furnish documentary evidence that he/she is the legitimate representative of, or he/she has undertaken a binding commitment or concluded an agreement with the group/groups or troupes stated in his/her proposal and also to the effect that he/she has secured the intellectual rights for a public presentation of the work.
5. The proposal must necessarily be accompanied by the detailed budget of its effectuation, where the following details should be included, based on the number of performances scheduled
 - I. Number of artists and contributors – total number of persons in the group.
 - II. Eligible expenses
 - (a) Payment of artists (**in detail for every artist**).
 - (b) Payment of technicians and other contributors (**in details for every technician**).
 - (c) Payment of company / foundation / person for the organization of the event that is specified at 10% of the budget.
 - (d) Technical service (stage requirements not included in the facilities offered by renting the theatre).

- (e) Air tickets (number, route, destination).
- (f) Accommodation.
- (g) Travelling within Cyprus

The maximum prices for points (e), (f) and (g) above, which shall be accepted for examination are the following:

Air tickets (number of tickets / routes)

Air ticket price from Athens, including taxes: up to €260.00.

Air ticket price from European countries, including taxes: up to €500.00.

Accommodation

€80.00 per person in a single room and €50.00 per person in a double room (overnight stay + breakfast). Number of overnight stays, number of persons, number of single rooms and double rooms should be stated.

Travelling

For travelling to and from Larnaca by a 50-seater bus: maximum price €220.00.

For travelling to and from Limassol by a 50-seater bus: maximum price €250.00.

For travelling to and from Paphos by a 50-seater bus: maximum price €320.00.

For the above routes by a 25-seater or a smaller one, the amount should be estimated with 20% reduction.

III. The applicant/organizer is responsible for any financial or other obligations arising with regard to the intellectual rights.

Theatre rentals, printing expenses (fourfold program / general program) and advertising should not be included in the budget since this expenditure will be borne by the Cultural Services, except from the individual program of the performance.

A separate proposal should be submitted using the official forms for the submission of proposals regarding the International “Kypria 2017” Festival for each event/program.

6. After a competition, a company shall be responsible for the printing of the tickets, in consultation with the Artistic Director and the producer of each event. The proceeds from the tickets shall be part of the remuneration of the producer of the event. For this reason he can have his own advertisement or media sponsors, if he desires so. The expenses however, for this advertisement shall not be accepted as part of the budget he will submit, given that the festival will be promoted by the Cultural Services. It is understood that the Cultural Services of the Ministry of Education and Cultural and the Artistic Director shall be informed for any advertising/informative entry and these should have the final word.

The distribution of the printing and ticket disposition cost shall be the following: The preparation expenses of the electronic platform where all the necessary details will be entered shall be covered by the Ministry of Education and Culture. The percentage and the other expenses charged on the sales and the charge of JCC in ticket disposition by RIALTO theatre shall be deducted from the revenues before attributed to the producer.

7. A budget evaluation shall take place for any selected even, based on the selected expenses, as mentioned in paragraph 5 above, and the producer presenting the evaluation shall receive a percentage of **75%** on the expenses budget, with a maximum of 50.000,00 euro. The remaining amount resulting from the proceeds or other sponsors that he shall secure by himself. It is clarified that the management and distribution of the

fund of the Festival should be governed by the principle of competitiveness and the rule of availability of economic resources.

8. The ticket prices for events to be included in the “Kypria 2017” International Festival should be **€10.00** for a normal ticket and **€5.00** for pensioners/pupils/soldiers/unemployed and holders of student and youth cards. Disabled people are entitled to free entrance, by producing the relevant certificates/evidence.
9. Regarding the examination of proposals, as well as evaluation and preparation of the Festival program, the Artistic Director shall codify all the proposals submitted to the Cultural Services by various entities and select those which, according to his judgement, can be included in the Festival on the basis of the grade accumulated by each proposal (see paragraph 12) and on other parameters governing the functioning of the Festival in order to prepare the program and submit it for information purposes to the Steering Committee and approval by the Minister of Education and Culture.
10. During the examination and evaluation stage of the proposals, the Artistic Director prepare a list of the proposals which, according to his judgement, present particular interest, satisfy all the criteria dictated by the rationale and have achieved the highest grade per category (Theatre / Dance / Music / Opera (or combination of these) / Performances for Children). A note shall be prepared for all proposals indicating the grade and reasoning of the Artistic Director's positive or negative decision. In the short-list submitted for information and approval, the Artistic Director shall include the proposals he considers as the most suitable to join the Festival. The Artistic Director's decisions shall be accompanied by the relevant reasoning and the grade which are communicated to the persons concerned upon the final decision. **The final decision is final and irrevocable.**
11. Criteria for selection and grading of proposals
 1. Qualitative (creative/artistic) characteristics and rationale of proposal (artistic level of the group, participation of important contributors and artists of international standing). (Coefficient 50%)
 2. Relation of the proposal with the character of the Festival, attractiveness of proposal as to public interest and contribution to the development of the Festival's institution (Coefficient 20%)
 3. Novelty and originality of proposal. Initiation of spectators to new forms and creative fields (Coefficient 15%)
 4. Applicant's profile. (Proficiency of means, knowledge, credibility and experience in the implementation of the proposal) (Coefficient 15%)

NOTE: PROPOSALS THAT HAVE NOT ACQUIRED AT LEAST 80% OF THE COEFFICIENTS OF WHICH 80% SHALL COME FROM POINT 1 ABOVE, SHALL NOT BE TAKEN INTO CONSIDERATION.

12. The Artistic Director shall not be eligible to submit or present an event of his own or of his relatives up to the 4th degree of relationship during the Festival program or to cooperate or work together with another agency submitting a proposal
13. All proposals for participation in the “Kypria 2017” International Festival must be submitted using the special proposal submission form for “Kypria 2017”, which is

available on the website of the Ministry of Education and Culture www.moec.gov.cy (Announcements) and at the Cultural Services Offices. Applicants whose proposals are selected, shall be invited to sign a special agreement with the Cultural Services (agreement specimen is attached). Proposals may be submitted by **Friday, 3 March 2017 at 13:00 noon**.

14. Submission of all the details concerning the artistic proposal is necessary for the examination of the application.
15. Please note that applications which are not properly completed or those with insufficient data shall not be taken into consideration and shall not be examined;
16. It is noted that a) proposed foreign productions must be presented in Cyprus for the first time and b) proposed Cypriot productions must be new and presented for the first time.
17. Moreover, the Artistic Director may include up to 2 proposals in a parallel program of events with free entrance in the streets and squares. These performances must be of a low cost (**maximum amount of subsidy €8.000 for 2-4 performances**). These productions must be performed in the streets and squares of urban centres. The negotiation of the final cost which shall be covered in full by the Festival is exclusively reserved to such cases. All the foregoing applies to these specific performances except paragraphs 7 and 8 of the Terms and Conditions for the Submission of Proposals for KYPRIA 2017 International Festival.
18. The final amount of the total funding amount shall be estimated according to the certified detailed financial conclusions submitted by the applicant. This implies that, in cases where it occurs that the amount of documented selected expenses of the activity is lower than the amount of the selected expenses of the budget according to which the funding amount has been specified, this shall be subject to readjustment. The readjustment shall have as a result the proportional reduction of the total funding.

For more information or clarifications, the interested parties may apply to the Artistic Director **Mr. Andy Bargilly**, tel. no. **99 689 543** (09.00-13.30 and 16.00-18.00 on weekdays, Saturday and Sunday excepted), email: [**andy@bargilly.com**](mailto:andy@bargilly.com)

“KYPRIA 2017” INTERNATIONAL FESTIVAL
PROPOSAL SUBMISSION FORM

TITLE OF PROPOSAL:.....

TYPE OF PROPOSAL: THEATRE.....

MUSIC.....

OPERA.....

DANCE.....

PERFORMANCES FOR CHILDREN.....

OPEN EVENT WITH FREE ENTRANCE.....

please X or √

PART I: APPLICANT’S DETAILS (PRODUCER)

A. Natural Person

NAME:

ADDRESS:

Post Code..... Town / Community:

Tel. No.: Fax No.:

E-mail address:

Website:

I.C. No.:

B. Legal Entity of Private or Public Law

NAME OF COMPANY/ORGANIZATION.....

NAME OF PERSON IN CHARGE OF THE EVENT:

ADDRESS:

Post Code..... Town / Community:.....

Tel. No.: Fax No.:

E-mail address:

Website:

Registration No.:

C. Applicant's profile

Proficiency of means, knowledge, credibility and experience in the implementation of the proposals.

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PART II: DETAILS OF PROPOSAL

1. Analytical details of the proposal

1.1 Qualitative (creative/artistic) characteristics and rationale of activity, artistic level of participation, participation of important contributors and artists of international standing

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1.2 Relation of the proposal with the Festival's special goals, attractiveness of proposal as to the public interest and its contribution to the development of the Festival's institution

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1.3 Number of contributors (in figures and in words) and names of contributors:

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In case a proposal is a new production in the process of preparation, the main contributors (writer / translator / director / scenographer / costume designer / musician / choreographer and the protagonists, as well as the number of the other on stage contributors) should at least be necessarily mentioned. If the proposal is chosen to be included in the program of the Festival, then the exact list of all the contributors should be submitted before signing the contract, otherwise the choice shall be cancelled. If there are changes regarding the basic contributors, the Ministry of Education and Culture reserves the right to revoke and/or cancel the decision.

1.4 Proposed dates for the event

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1.5 Proposed venues for the staging of the event

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1.6 Number of performances

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1.7 Associates / Co-organizers

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2. Rationale and detailed programme of the event

In case of a production already presented abroad, Audiovisual sample of the concert of performance (CD/Video/DVD/USB Stick) **should** be submitted, accompanied by critical reviews in prestigious publications. In case of new proposals from Cyprus, these must be accompanied by samples of previous work in printed and digital form and a sample of the proposed work of approximately 5 minutes and/or in case of theatre productions they must be accompanied by detailed director's line, methodology and approach. The same applies for new proposals from abroad. **Applications referring to websites for audiovisual material or other information shall not be accepted.**

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3. Profile of artistic groups and key contributors to the event

(CVs containing at least particular for the five past years and critical reviews in prestigious publications). All the details must be submitted, if necessary, on a separate form.

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4. Detailed budget of expenses. VAT should be mentioned where required. If necessary, all details should be submitted in a separate form. (It is noted that the applicant in case of approval of his proposal, he shall receive the proceeds from the performances' tickets and he should pay any fees and taxes that he is obliged to by the law).

4.1 Remuneration of artists (by name)

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4.2 Remuneration of other contributors (**by name**)

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4.3 Air tickets (number of persons / country of origin)

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4.4 Accommodation (number of persons, overnight stays, single rooms/double rooms)

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4.5 Transportation of scenic elements, musical instruments etc. (routes)

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4.6 Organizational expenses
(sound, light, technical support)

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4.7 Total cost of event (total expenditure/expenses including V.A.T., as required)

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4.8 Other subsidies (including subsidy in services) and expected proceeds from tickets sale

- Expected subsidies:
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- Subsidies that have been secured:
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- Expected proceeds from tickets sale:
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4.9 Remuneration of applicant/organizer including V.A.T. (10% on the budget)

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Signature:

Date:

NOTE: Applications not suitably supported by documentation shall not be considered.



REPUBLIC OF CYPRUS
MINISTRY OF
EDUCATION AND CULTURE

File No.:

**AGREEMENT No. ____ FOR STAGING EVENTS
AT THE "KYPRIA 2017" INTERNATIONAL FESTIVAL**

The **Ministry of Education and Culture**, in charge of organizing the "Kypria 2017" International Festival," legally represented by its **Permanent Secretary**, hereinafter referred to as the "**Organizer**,"

and _____ Registration / I.C. No. _____ of (address) _____ tel. no. _____, fax no. _____, legally represented by Mr. _____, hereinafter referred to as the "**Producer**",

both constituting the contracting parties to this Agreement, have agreed and accepted the following:

1. The **Organizer** hereby assigns to the **Producer** the staging of **NUMBER** Performances with _____ under the title _____. The performances will be held on _____ **September/October 2017** at _____ Theatre and on _____ **September/October 2017** at _____ Theatre under the responsibility of the **Producer**.
2. In order for the above events to take place, the **Organizer** shall undertake the following:
 - (a) To pay the **Producer**, in the form of subsidy, the total amount of € _____ (_____ **thousand euro**) in three instalments, as follows:
 - **Amount € _____ (_____ thousand euro)**, one week after the signing of this Agreement.
 - **Amount € _____ (_____ thousand euro)**, one week before the arrival of the artistic group to Cyprus – in case that this arrives from abroad – or three days before the event, if the artistic group is from Cyprus.
 - **Amount € _____ (_____ thousand euro)**, after the completion of the events, after the conclusions are submitted.
 - (b) To secure the venues for the staging of the events.
 - (c) To secure a company for issuing and providing tickets electronically or from sale points all over Cyprus at the maximum price of €10.00 (ten euro) and at a minimum price corresponding to 50% of the price of the normal ticket, in a proportion 70% - 30%, respectively. The **Producer** shall receive the proceeds from the tickets in the way described in the Terms and Conditions for submission of proposal for the Kypria International Festival, paragraph 6.

The Producer shall undertake the following:

- (a) To secure the above troupe under the specifications stated in the submission form of his proposal, as approved by the **Organizer** for the events (deviations/differentiations shall not be accepted unless there is a strong justification (sickness/accident, warfare, force majeure, etc.). Any deviation or differentiation without a strong justification shall affect the final amount of the grant).
- (b) To secure and present via evidence, before signing the contract, the permit for public performance of the work presented, by an authorized person or organization in relation to the intellectual rights arising from the work, its translation (where applicable), its music and in general for anything its use in public performance provides for the payment of such rights. Any charge in relation to securing these rights shall be borne by the **Producer**.
- (c) To pay all remunerations and grants required for carrying out the above events.
- (d) To make arrangements for air tickets, accommodation, meals, daily allowances and the travelling of the troupe within Cyprus, and to undertake all expenses for the above in case where the troupe comes from abroad.
- (e) The responsibility and the expenses for the technical support of the events, such as lighting, sound, stage sets, dressing rooms etc., as well as the possible transportation of scenic elements from abroad and their customs clearance and transportation within Cyprus, shall be borne by the **Producer**
- (f) The Producer is obliged to pay where it occurs, pursuant to the law, the respective income tax and Value Added Tax, both for himself and for the artists from abroad as well as the Entertainment Tax.
- (g) To supply the Artistic Director of the Festival, within two weeks at the latest as of the signing of this Agreement, with information and advertising material, CVs, critics, photographs etc. The **Producer** shall be responsible for the editing and translation of the texts to be delivered. In case of non-compliance with the deadline, a sum of €100 per day shall be deducted from the total amount of remuneration. The texts to be delivered shall be in Greek and English. Also, if the Producer desires, he can print his own individual program for the performance, this can be done at his own expenses. The program must be approved by the Artistic Director.
- (h) The responsibility for the smooth running of the above events and the departure of the members of the troupe, as well as the safety and health of those involved in the performance according to the law (actors, artists, dancers, technicians etc.) both during the performance and the rehearsals and venue preparation
- (i) The Artistic Director should be able to attend rehearsal and/or receive constant briefing during the course of preparation. He shall also be entitled to monitor compliance with the agreement as regards the contributors and the content and the way the production is presented in general.
- (j) The commitment not to sell tickets from sale points other than those officially specified.
- (k) The commitment to supply with tickets the editors of the Media that are responsible for cultural issues. Also, he should supply the Cultural Services of the Ministry of Education and Culture with up to 100 invitations per production, with the majority being for the performances in Nicosia. Also, the Artistic Director shall have 4 invitations for all the performances.

- (l) The deposit of a guarantee in the form of a bank guarantee or personal cheque for an amount equal to 10% of the total amount agreed [section 2(a)] for the participation of the troupe in the "Kypria 2017" International Festival, made payable to the name of the Permanent Secretary of the Ministry of Education and Culture. The guarantee will be returned 30 days at the latest after the events have taken place and the conclusions for the specific performances/events have been submitted (see section ic')
- (m) To submit detailed analytical financial conclusions (number of tickets, number of invitations, amount of subsidies, sponsors in services, problems identified and other relevant information before the release of the guarantee no later than 15 days after the completion of the last performance) audited by an external auditor or certified from **abroad** approved accountant. In cases where subsidies have been secured in kind certifications can be produced by the sponsors for the amount of expenses covered by this means, under the condition that these subsidies fall under the selected expenses. **Conclusions of which the pages of the statements are not signed by the Accountant shall not be accepted** who certifies the audit of the expenses stated in the cover letter. Also, deviations from the initial budget, shall have consequences on the final amount of subsidy.
4. In case of wrongful breach of contract by either contracting party shall oblige the party at fault to return immediately any amounts received in the form of advance or partial payment under this agreement and/or to indemnify the other party for damages sustained by this occurrence. If the two parties fail to come to an agreement, the dispute shall be settled by the courts of Cyprus.
5. Any amendment to the above terms, which are all considered essential, shall be proved with a new agreement in writing.
6. This agreement has been drawn up in two original copies, which are signed by the contracting parties and each contracting party (the **Organizer** and the **Producer**) has received one copy.

For the **Organizer**
Permanent Secretary
of the Ministry of Education and Culture

For the **Producer**

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(Egly Pantelakis)

Witnesses :

1. Signature:

Name:

2. Signature:

Name:

Date:

«stamp»

(original : 0.15% on the value of the contract,, copy : €2.00)