

TERMS AND CONDITIONS FOR THE SUBMISSION OF PROPOSALS FOR THE “KYPRIA 2018” INTERNATIONAL FESTIVAL

The “Kypria 2018” International Festival will be held during the month of September and the beginning of October 2018.

The aim of the Festival is:

- A) To present high-quality events **in the fields of the 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 spectators an opportunity to attend performances of high aesthetic and artistic standards from Cyprus and abroad.
- C) To offer an opportunity to Cypriot creative artists to present high-standard performances.

The documents supporting and presenting the proposals should indicate and substantiate the elements related to the proposal and describe how these will be promoted. Each proposal should be a living artistic creation the support of which requires high artistic sense and professional thoroughness, in order to create spiritual/intellectual pleasure for the spectators as well as promote the living elements of culture. The proposals should also contain and promote elements of modernism and/or tradition and/or multiculturalism, through modern means and approaches.

Bearing in mind that 2018 has been designated as the European Year of Cultural Heritage, any proposals which could come within this framework will be most welcome, provided that they fulfil all terms and criteria and have secured the necessary points.

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

1. The proposals which are to be submitted in 4 (four) copies should be clear and specific, without any hypothetical or unclear points with regard to both the artistic and the financial parts and they should be in line with the character and profile of the festival.
2. A brief description of the profile of the producer (artists’ organisation, company, foundation or natural person) submitting 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. Applicant must furnish documentary evidence that they are the legitimate representative of, or that they have undertaken a binding commitment or have concluded an agreement with the group/groups or companies contained in their proposal and also to the effect that they have secured the intellectual rights for a public presentation of the work.
5. The proposal must be accompanied by a detailed budget for its implementation, in which 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/per diem
- (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/per diem

€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. Per diem must not exceed €50.00 per person per day

Travelling

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

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

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

For the above routes in a 25-seater or a smaller coach, the amount should be estimated with a 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 programme / general programme) and advertising should not be included in the budget since these expenses will be borne by the Cultural Services, except for the programme for the specific production.

A separate proposal should be submitted using the official forms for the submission of proposals regarding the International Festival “Kypria 2018” for each event/programme.

6. Following calls to tender, the tickets will be printed by the successful bidder, 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. He may therefore, if he should so wish, secure his own advertisements or media sponsors. However, the expenses for such advertisements shall not be accepted as part of the budget that will be submitted, 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 of any advertising/information entries and they must have the final word.

The costs of printing and sales of tickets shall be as follows: The expenses for setting up the electronic platform in which all the necessary details will be entered shall be covered by the Ministry of Education and Culture. The percentages and other expenses charged on the sales and the JCC charge for ticket sales by the PATTICHEION MUNICIPAL THEATRE and the LIMASSOL OUTDOOR THEATRE shall be deducted from the revenues before being disbursed to the producer.

7. For each selected event the budget will be evaluated on the basis of the eligible expenses, as mentioned in paragraph 5 above, and the producer presenting the evaluation shall receive a percentage of **75%** on the expenses budget, at a maximum of 50.000,00 euro. The remaining amount will come from the proceeds or any other sponsors that he himself might secure. It is clarified that the management and distribution of the Festival funds should be governed by the principle of competitiveness and the rule of availability of financial resources.
8. The ticket prices for events to be included in the “Kypria 2018” 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 persons are entitled to free entrance, upon production of the relevant certificates/evidence.
9. Regarding the examination of proposals, as well as the evaluation and preparation of the Festival program, the Artistic Director shall codify all the proposals submitted to the Cultural Services by the various entities and select those which, in his judgement, can be included in the Festival on the basis of the grade accumulated by each proposal (see paragraph 12) and on the basis of other parameters governing the operation of the Festival with a view to preparing the program and submitting it to the Steering Committee for its information, and to the Minister of Education and Culture for approval.
10. At the examination and evaluation stage of the proposals, the Artistic Director shall prepare a list of the proposals which, in his judgement, are of 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 the above) / 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 be included in the Festival. The Artistic Director’s decisions shall be accompanied by the relevant reasoning and the grade which will be communicated to the persons concerned once the final decision has been made. **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. Degree to which the proposal is in line with the character of the Festival, attractiveness of proposal as to public interest and contribution to the development of the Festival’s institution (Coefficient 25%)
 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 10%)

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 may not submit or present an event of his own or of his relatives up to the 4th degree during the Festival program or to cooperate or work together with another agency submitting a proposal
13. All proposals for participation in the “Kypria 2018” International Festival must be submitted using the special proposal submission form for “Kypria 2018”, 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, 23 February 2018 at 15:00 hrs.**
14. Submission of all the details concerning the artistic proposal is necessary in order for the application to be examined.
15. It should be noted 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 3 proposals in a parallel program of events with free entrance in the streets and squares. These performances must be low cost (**maximum amount of subsidy €10.000 for 2-4 performances**). These productions must be performed in the city streets and squares. The negotiation of the final cost which shall be covered in full by the Festival is reserved exclusively for such cases. All the foregoing apply to these specific performances except paragraphs 7 and 8 of the Terms and Conditions for the Submission of Proposals for KYPRIA 2018 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 in which the total amount of documented eligible expenses of the activity is lower than the amount of the eligible 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)

INTERNATIONAL FESTIVAL “KYPRIA 2018”

PROPOSAL SUBMISSION FORM

TITLE OF PROPOSAL:.....

.....

TYPE OF PROPOSAL: THEATRE..... ☐

MUSIC..... ☐

OPERA..... ☐

DANCE..... ☐

PERFORMANCES FOR CHILDREN..... ☐...

OPEN EVENT WITH FREE ENTRANCE..... ☐

Fill in with X or √ (select only one category)

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.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

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

.....

.....

.....

.....

1.2 Relationship of the proposal to the specific goals of the Festival, attractiveness of proposal as to the public interest and its contribution to the development of the Festival as an institution

.....

.....

.....

.....

.....

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

.....

.....

.....
.....
.....
.....
.....
.....
.....
.....

If the proposal is for a completely new production which is under preparation, at least the main contributors (writer / translator / director / set designer / costume designer / musician / choreographer and the protagonists, as well as the number of other on-stage contributors) must be stated. If the proposal is selected to be included in the program of the Festival, then the precise list of all the contributors should be submitted before the contract is signed, otherwise the selection 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

.....
.....
.....
.....

1.5 Proposed venues for the staging of the event

.....
.....
.....
.....

1.6 Number of performances

.....
.....
.....

1.7 Associates / Co-organizers

.....
.....
.....
.....

2. Rationale and detailed programme of the event

In the case of a production already presented abroad, an Audio-visual sample of the concert or performance (CD/Video/DVD/USB Stick) **must** be submitted, accompanied by critical reviews in prestigious publications. In the 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 details of the director's line, methodology and approach. The same applies for new proposals from abroad. **Applications referring to websites for audio-visual material or other information shall not be accepted.**

.....

.....

.....

.....

.....

.....

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

(Details of their professional careers covering at least the last five years and reviews in prestigious publications). All the details may be submitted, if necessary, in a separate form.

.....

.....

.....

.....

4. Detailed budget of expenses. VAT should be included where required. If necessary, all details should be submitted in a separate form. (It is noted that if the proposal is accepted, the applicant, shall receive the proceeds from the performances and he must pay any fees and taxes required by law).

4.1 Remuneration of artists (by name)

.....

.....

.....

.....

.....

.....

.....

.....

.....

4.2 Remuneration of other contributors (by name)

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

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

.....

.....

.....

.....

.....

.....

.....

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

.....

.....

.....

.....

.....

.....

.....

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

.....

.....

.....

.....

4.6 Organizational expenses
(sound, light, technical support)

.....
.....
.....
.....
.....
.....

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

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

- Expected subsidies:.....
.....
.....
- Subsidies that have been secured:
.....
.....
- Expected proceeds from tickets sale:
.....

4.9 Remuneration of applicant/organizer including V.A.T. (10% on the budget)
.....
.....

FINAL COST OF EVENT, INCLUDING APPLICANT/ORGANISER'S FEE

.....

Signature:

Date:

NOTE: Applications not adequately substantiated shall not be considered.



REPUBLIC OF CYPRUS
MINISTRY OF
EDUCATION AND CULTURE

Agreement Specimen

File No.:

**AGREEMENT No. ____ FOR STAGING EVENTS
AT THE INTERNATIONAL FESTIVAL "KYPRIA 2018"**

The Ministry of Education and Culture, in charge of organizing the International Festival "Kypria 2018", legally represented by its **Permanent Secretary**, hereinafter referred to as the "**Organizer**,"

and _____ Registration / I.C. No. _____ of (address) _____ tel. no. _____, fax no. _____, email: _____ 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 2018** at _____ Theatre and on _____ **September/October 2018** 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 a grant, the total amount of € _____ (_____ **thousand euro**) in three instalments, as follows:
 - **Amount € _____ (_____ thousand euro)**, approximately one week after the signing of this Agreement.
 - **Amount € _____ (_____ thousand euro)**, one week before the arrival of the company of artists to Cyprus – if they are travelling from abroad – or three days before the event, if the company is from Cyprus.
 - **Amount € _____ (_____ thousand euro)**, after the completion of the events, within one months after submission of the accounts.
 - (b) To secure the venues for the staging of the events.
 - (c) To secure a company for issuing and providing tickets electronically or from fixed 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. 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 strong justification (sickness/accident, war, force majeure, etc.). Any deviation or differentiation without strong justification shall impact on the final amount of the grant).
- (b) To secure and present with proof, 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 all things in connection with which 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 fees and allowances 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 any 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, as needed, pursuant to the law, the required 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 from the date of signing of this Agreement, with information and advertising material, CVs, reviews, 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, and this will be done at his own expense. The programme 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 health and safety of those involved in the performance according to the law (actors, artists, dancers, technicians etc.) both during the performance and the rehearsals and setting up at the venue. It is clarified that the time for the start of each performance will be determined by the Artistic Director (the time will be clearly stated in the Programme and on the Tickets). The Producer shall not have power to alter and/or prevent the opening of the performance at the time specified, for any reason.
- (i) The Artistic Director must be able to attend rehearsals and/or receive constant briefing in connection with the progress of preparations. 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 to supply with tickets the cultural editors of the. He should also 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. In addition, the Artistic Director shall have 4 invitations for all the performances.

- (k) 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 International Festival "Kypria 2018", 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 accounts for the specific performances/events have been submitted (see section l')
- (l) To submit detailed analytical financial accounts (number of tickets, number of invitations, amount of grants, sponsors in services, problems identified and other relevant information before the release of the guarantee no later than 15 days after the end of the last performance) audited by an external auditor or certified by an **independent** approved accountant. In cases where sponsorships have been secured in kind, certifications can be produced by the sponsors for the amount of expenses covered in this way, on condition that these subsidies come within the eligible costs. **Accounts in which the pages of the statements have not been initialled by the Certified Accountant** who has certified the audit of the expenses stated in a cover letter **shall not be accepted**. Also, deviations from the initial budget, shall have consequences on the final amount of the grant. Deviations in connection with individual expenses shall be accepted for amounts up to 10%, provided that the total amount has not deviated from the original budget.
4. In case of wrongful breach of contract by either contracting party, the culpable party shall be bound to return immediately any amounts received in the form of an advance or partial payment under this agreement and/or to indemnify the other party for damages incurred 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, must be evidenced by 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**

.....
(Egly Pantelakis)

Witnesses :

1. Signature:

Name:

2. Signature:

Name:

Date:

«stamp»

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