

REQUIREMENT CALL FOR PROPOSALS 2012

The Office for Cultural and Scientific Affairs (OCSA) of the Embassy of Spain in the United Kingdom open the call of co-funding projects that promote the Spanish Culture and Science.

Key Facts:

Open to established Spanish and scientific operators working in the United Kingdom.

Maximum contribution of the OACS: 51 %.

Dead line of the application: 10th October 2011.

Implementation dates: between 1st January 2012 and 30th December 2012.

Events must be billed and staged as join ventures with the OCSA, and must have an offer of financial contribution from either a British or another Spanish institution.

1. Introduction

The OCSA of the Spanish Embassy in the United Kingdom recognises the value of cultural engagement and the scientific exchange to promote the strategic lines of the Cultural Foreign Action Plan of the Ministry of Foreign Affairs and Cooperation of the Government of Spain.

1 .- Strengthen the brand of "Spain" outside the country, through the communication of elements identified with the contemporary, innovation, diversity, professionalism and creativity of the Spanish Cultural Industries, and support the international spread of cultural and creative SMEs , especially in new sectors (fashion, design,

animation, interactive entertainment, architecture, etc.) and in emerging markets.

2 .- To expand the knowledge of the Spanish languages as a major assets of economic value in order to promote internationally, publishing, audiovisual and musical works and their implementation in the digital environment (considering of the Internet as primary space creation, access, communication and cultural content creation and digitalization of heritage and cultural materials).

3 .- Design the Spanish culture through unique cultural events as a promotional privileged to highlight the image and role of Spain in cultural significance events, memorials, historical and ensuring the regular presence of Spanish artists and cultural industries in international and consolidated forums .

4. - To promote cultural tourism, highlighting the elements of excellence and quality of cultural and heritage assets, for their special contribution to our cultural identity abroad and for our production system and economic structure.

5 .- To promote cultural cooperation as a key factor of development cooperation, considering the culture as a resource in its own right; whose access, diversity, heritage preservation, training, and trade industrial development should be given priority in our development policies.

Priority will be given to projects relating to the specific area of the UK to address the following topics:

- Strengthen the action and digital communication media.
- Increase the promotion of Spanish young artists and authors and translations of their works.
- Contribute to the promotion of Spanish cinema, theatre, dance, music, literature, visual arts and other artistic expressions.
- Work with major British cultural institutions and major festivals.
- Always seeking public/private co-operation, particularly of Spanish companies in the UK.
- Take advantage of special occasions such as the Cultural Olympiad 2012.

- Encourage dialogue between generations and the plurality of cultural expressions and the fight against discrimination.
- Organizing seminars on biomedical scientists, climate change, physics, energy and other scientific priorities of the Government of Spain.
- The promotion of Hispanic Studies.

As a result, the OCSA in London is launching this call for proposals specifically for UK or Spanish Cultural and Scientific operator working in the UK which are invited to show their experience in staging events to promote the above mentioned priorities.

2. Objectives

The call is designed to provide part-financing (see point 4 below) in the form of grants for cultural events or scientific seminars, which address one or more of the above mentioned themes. The overall aims are:

- To raise awareness and understanding of Spanish themes of current public importance;
- To relate these themes to the applicants' local communities or target audiences;
- To achieve a wide geographical spread throughout the UK.

3. Type of project supported

The OCSA will not be overly prescriptive about the nature of the events staged but they must ideally:

- Be organised by those with an established track record of putting on well-supported cultural and scientific projects.
- Be highly visible events, whose organizers have good contacts in local and specialised press and are well embedded within their communities.
- Have a communication plan as part of the application with the intention of delivering with the aim of obtaining reviews,

coverage by local and national media, broadcasting or evidence of event awareness.

- Be open to the widest possible public audience.
- Be advertised and staged as joint ventures between the Office for Cultural and Scientific Affairs of the Embassy of Spain in the UK and the applicant.
- Be related clearly to Spain in the chosen policy area(s). Proposals which include a predominantly Spanish angle on the priority themes above mentioned will be prioritized.
- Offer a presence to other Spanish institutions.

The participation and support of the OACC should be reflected in the communication and marketing plan of the proposal.

4. Financing.

- The grant application must be stated in GBP.
- The OACC will provide a maximum of 51% of the total eligible cost established in the requirements terms.
- Should the proposal does not have other funding sources that will allow carrying out the project; the OACC reserves the right to exclude the proposal.

5. Applications

- Applicants are invited to submit proposals for individual events or a series of activities related to these issues. The application form should be filled in Document B and complete de budget form in Document C.
- The applicants must ensure that they meet the requirements to participate in this call.
- To receive a grant from the OACC, a form should be filled in about the legal entity of the applicant. These form are attached in Document B.
- The deadline to submit application forms and all required

preliminary documentation (The submission set) is October 10th , 2011. The application should be dispatched as follows: (the date will be validated according to the chosen form).

- Standard Mail Service (Postmark).
- Delivery date recorded on the receipt.
- Hand delivery. A receipt received before the deadline of October 10th 2011 at the OACC in London.
- Acknowledgement of the courier service (which must be before 10th October 2011).
- Two copies of the application forms must be posted or delivered in duplicate to the following address:

Office of Cultural and Scientific Affairs

Embassy of Spain

39 Chesham Place

London SW1X 8SB

- The OCSA reserves the right to exclude any applications that are incomplete.
 - The OCSA will do everything possible to provide a list of proposals accepted before January 16, 2012, although this date may be subject to change.
 - All applicants will be notified of the results. Successful candidates will be invited to sign a grant agreement with the OCSA. The terms and conditions set for in the call guidelines (Document A), which describe how the application will be evaluated.
 - Applications by fax or e-mail **will not be** accepted
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EMBASSY OF SPAIN
OFFICE FOR CULTURAL
AND SCIENTIFIC AFFAIRS

DOCUMENT **B**

(Deje este recuadro en Blanco)

PROYECTO No

CALL FOR PROPOSSALS – 2012

Office for Cultural and Scientific Affairs Embassy of Spain in the United Kingdom

Call for proposals to co-finance activities that promote the priorities adopted by the Spanish Government in the cultural and scientific areas

APPLICATION FORM

Before completing this form, please read carefully the rules of the call for proposals (Document A). Should be also complete the following documents:

- The budget form (Document C).
- The acknowledgment (Document D).

The dead line ends on October 10th, 2011 (see the guidelines of the call, Document A, for more details).

Incomplete forms will not be accepted.

A. INFORMATION ABOUT THE APPLICANT:

1. Particulars

Full legal name:

Abbreviated name (if applicable):

Legal registration number (if applicable):

Legal status of the Applicant (association, registered charity, not-profit organizations, etc.):

VAT No./C.I.F./N.I.F (if applicable):

2. Address of the Applicant's registered office

Street:

Street number:

Town/city:

Postcode:

Country:

Telephone:

Fax:

Email address:

Internet Site:

3. Brief description of the Applicant's activities and general aims

Please enclose your latest activity report.

4. Grants, contracts or loans obtained directly or indirectly from a Spanish institution during the last three years (including the current year)

Please give details for each grant, contract, or loan obtained:

Community Programme or Budget Heading	Title of Activity or Project	Year of the award	Amount of grant, contract, or loan
<p><i>NB: Applicants must immediately inform the OCSA in the UK of any application for funding submitted to, or approved by, other Spanish institutions <u>after</u> this application.</i></p>			

B. INFORMATION ABOUT THE PROJECT FOR WHICH THE GRANT IS REQUIRED.

<p>5. <u>Name of the project</u></p>

6. Objectives of the project for which a grant is requested

Please describe:

- the **objectives** of the proposed project and **issues to be addressed**
- the target group(s) – direct and indirect (estimate of the number of individuals or organizations likely to be reached)

7. Detailed description of the way in which the project will be organised

Please describe:

- The overall concept of the project.
- How it will be organised.
- The tools used.

8. Visibility of the project

Please provide a communication plan, setting out the methods to be used to raise the profile of the project's activities and to promote its final results (media activities, publicity, internet...etc.)

9. Expected outcome

Please describe:

- The anticipated results of the proposed project.
- The intended follow-up.
- The means by which the project's results and immediate impact (quantitative and qualitative) will be evaluated.

10. Length and summary timetable of the project for which a grant is requested indicating the start and end dates of the project (including provisional dates for events planned):

11. Other sources of funding: if applicable (do include the self-financing by the partners)

Please list all sources of other funding.

For each co-funding organization, please state the following:

- Legal name in full
 - Address
 - Person responsible within the co-funding organization (surname/forename, position or capacity, tel., fax, e-mail)
 - Amount in GBP committed by the co-funding organization to the project
- Any other information (e.g. if the decision on co-funding is not yet final).

12. Declaration by the Applicant

I, the undersigned, hereby certify that the information in this application is correct and that I accept all the conditions set out in the call for proposals, including those relating to co-funding.

I also understand that, to be valid, the application (Document B) form must be accompanied by the completed and signed annexes (Document C & D) to it. Should the OCSA award the grant requested, I unconditionally authorise the OCSA to publish, (in whatever form it sees fit and on whatever medium) all the information provided.

Person legally authorized to represent the Applicant

Surname/forename:

Position or capacity within the organization:

Tel.:

Fax:

E-mail:

Signature:

Date:

Project Contact Person / Manager

Surname/forename:

Position or capacity within the organization:

Tel.: Fax:

E-mail:

Please enclose a CV as evidence of this person's ability to manage the project.

CALL FOR PROPOSAL 2012

Revenue Budget

- * Please indicate the amounts in GBP.
- * The concepts are approximate, please add with are considered necessary to complete the estimated budget.

CONCEPT	Overall Forecast Amounts
OCSA Grant	
Tickets Sales	
Private Sponsor	
Other public contributions	
Contribution of the beneficiary	
Other	
TOTAL	
Date :	
Signature of authorised representative of the beneficiary	
Name, forename, function	
Stamp of the beneficiary	

CALL FOR PROPOSAL

Expenditure Budget

CONCEPT	Expenditure Estimated amount (Excluding tax)
Org.	
Staff	
Marketing	
Venues	
Transports	
Insurance	
Catering	
Security	
Other	
TOTAL (Excluding tax)	

CALL FOR PROPOSALS – 2012
Document D to the application form

RECEIPT ACKNOWLEDGEMENT

Name of the project manager	
Name of contact person (if different)	
Street Number and Street	
Country code - Postcode - Town/City	

Proposal Title:	
Received/handle in Date of proposal / /

This page will be returned to you when we have received your application form. Please therefore complete the information above clearly.

Space Reserved for the OCSA:

We acknowledge receipt of your application concerning your proposal:

Project number

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Please use this number in all communication with the OCSA.