

GUIDE TO APPLICATION

Instructions for completing the online application form for the 2025 *Cantemir* Financing and Cultural Partnerships Programme

This Guide contains exclusively general instructions for completing Annex 1 for the registration of cultural applications in the “Projects” category for the 2025 Cantemir Financing and Cultural Partnerships Programme (exclusively technical instructions). In order to better understand the strategic priorities of the Romanian Cultural Institute, the competition conditions, the list of documents needed, the eligibility of applicants and other specific information regarding the funding session, please consult the About the Programme subsection on the RCI website (www.icr.ro/categorii/programul-cantemir/en).

Eligibility conditions for the selection session

In order to participate in the selection, the applicant should meet the following conditions:

- a) is a Romanian or EU-based natural person, individual entity, family enterprise or private or public legal entity, established under the conditions of the Romanian law or of the country of origin, as the case may be;
- b) it has complied with the obligations assumed through the previous non-refundable financing contracts with the Romanian Cultural Institute (RCI);
- c) is covering at least 10% of the project value, from its own contribution or/and external sources, including income-generating activities and volunteer contracts.
- d) holds the status of a cultural operator;
- e) has no outstanding debts to the state or local budget.

Projects that are co-financed from other public funds that apply minimis schemes or that are financed by other funding sources offered by the RCI (including through its foreign offices) are not eligible for non-reimbursable financing from the funds allocated to the Cantemir Programme.

An applicant can submit maximum 2 (two) projects per session, but only one project per thematic area (visual arts and performing arts). Under these conditions, the applicant has the following obligations:



- to mention in the project application all financing public sources, existing at the time of its submission, specifying the following:
 - a) the eligible expenses from the concluded non-refundable financing contracts;
 - b) the eligible expenses included in the applications submitted to other financing authorities.
- to mention in the funding application the identification data of each cultural project for which the application was submitted within a session, highlighting the specific differences regarding the purpose, objectives, duration of each of them.

ELIGIBLE EXPENSES

The following categories of eligible direct costs can be covered from the non-refundable financing:

- a) Expenses for implementing the cultural project, material costs and services, production costs, space and equipment rentals, fees, services, prizes;
- b) Expenses incurred for the accommodation and domestic and international transportation of the participants/guests;
- c) Other specific expenses, such as carrying out studies and research, specialized consultancy, printing, seminars, conferences, workshops, promotional and advertising actions;
- d) Per diem, granted under the law;
- e) Personnel expenses and administrative expenses related to the implementation term of the cultural project. Personnel expenses are covered, cumulatively, within a percentage of 20% of the total granted non-refundable sponsorship;
- f) Expenses for the purchase of fixed assets used exclusively for the purpose of implementing the project, in a percentage of no more than 25% of the total non-refundable sponsorship granted;
- g) If the purchased fixed assets are not used exclusively for the purpose of project implementation, only their depreciation will be covered for the project implementation period, without exceeding 25% of the total non-refundable sponsorship granted;
- h) A maximum of 5% of the total non-refundable sponsorship can be granted as a lump sum for eligible indirect expenses such as: rent for the premises where the beneficiary operates, consumables associated with project management, costs for telephone communications or internet, electricity expenses.

NON-ELIGIBLE EXPENSES

The following categories are not considered eligible expenses and can't be covered from the non-refundable financing:

- a) expenses incurred by the applicant prior to signing the financing contract;



- b) expenses for contracting loans related to complementary financing sources, bank expenses, commissions, exchange rate differences;
- c) value added tax in the case of VAT paying beneficiaries, as well as any other taxes;
- d) interest and other commissions related to loans;
- e) purchase of second-hand equipment;
- f) fines, penalties and court costs;
- g) costs for operating the investment;
- h) amounts resulting from exchange rate differences;
- i) depreciation costs, except for the case provided in section g) of the "Eligible Expenses" section.
- j) contribution in kind;
- k) leasing expenses.

Detailed information about completing the grant application (Annex 1)

1. Name of applicant

Specify the name of the legal representative of the cultural operator.

2. Name of organization

Specify the legal name of the cultural operator.

3. Title of the project

Specify the title of the cultural project.

4. Field of the project

Please select only one thematic field in which the project fits.

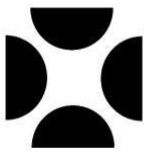
5. The project implementation term (The time interval between the start date of the first activity and the end date of the last preparation/implementation activity of the project.)

Please specify the period in which the cultural project will be carried out (not to exceed 01.10.2025).

6. Project Implementation Period (the time interval between the start date of the first activity and the end date of the last activity addressed to the final beneficiary public)

7. Place for cultural project implementation

Please specify the countries and cities where the project activities will take place.



8. Applicant

Provide all the details of the cultural operator requested in this section.

9. Field of the Project

Please specify the field (theater, music, etc.) in which the submitted project falls.

10. Applicant Presentation

Provide a brief description (up to 20 lines) of the cultural organization, briefly presenting the cultural services offered and experience in implementing them.

11. The short description of the cultural activities previously carried out by the sponsorship applicant. This summary shall be used by RCI for any likely public presentations of the project. Please mention your experience in implementing cultural projects.

12. The general objective of the project (max. 10 rows)

Please provide, in maximum 10 rows, the structure of the cultural project proposed for funding and the coherence of the cultural activities.

13. The specific objectives of the project (max. 10 rows)

The objectives of a project should be: Specific (target a clear area for development), Measurable (quantified or accompanied by an indicator of progress), Achievable (achievable with available capacity and resources), Relevant (related to the project purpose) and Time-bound (with a clear timeframe for achievement).

14. Summary of the project (max. 10 rows)

Please summarize the cultural project activities. This summary shall be used by RCI for any likely public presentations of the project.

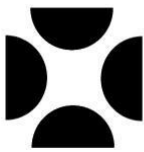
15. Cultural project justification (1 page)

Description of the context of the cultural project execution, the needs covered by the cultural project and its relevance for Cantemir Programme, the added value of the cultural project, the innovating nature, relevance, impact.

16. Target group (to whom is intended the cultural project)

Please mention the direct and indirect beneficiaries of the cultural programme.

17. Detailed description of the project activities



Please provide a detailed description of the activities to allow the project to be evaluated.

In the case of promotional events, please specify:

- Event type
- The country, the city and the venue
- Date/dates of performance
- List of participating artists and guests
- Repertoire/list of exhibited works/technical details/discussion topic, etc. In addition, please attach written/audio/video materials, photos, etc., as appropriate, depending on the specifics of your project.
- Estimated number of participants / audience
- The official method of documenting the number of participants / audience
- Visibility of the financier - the method of promoting the RCI financing
- Other information you consider relevant.

In the case of advertising and promotion materials: In the preamble, please present the promotion strategy (concept and detailing of the promotion stages), including the media and institutional partners considered in the reference market (their brief description).

Please specify (separately, for each individual material):

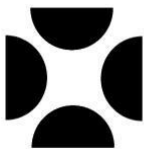
- Type of material (e.g. poster/flyer/invitation/sticker/leaflet/brochure/CD/DVD/catalog/web or street banner, Website, radio or TV spots/press release, etc.)
- Quantity achieved
- Format and graphic concept
- Content (the information that will appear in the leaflet/brochure/CD/DVD/catalogue)
- The language(s) in which it will be performed
- Mode of distribution/display/broadcast
- Target audience – the audience to whom the material is addressed
- How to document the distribution/display.

The following are accepted as proof of distribution: the recipient's name and receiving signature; signed confirmation of receipt, in the case of shipments by post or courier; the list of distribution places for flyers/posters/stickers/leaflets and relevant photos; web counters for monitoring web page traffic.

- Material design samples
- Visibility of the sponsor - the method of promoting the RCI financing
- Other information you consider relevant.

18. Activities schedule (indicative)

Please briefly outline the plan of activities in chronological order. Please enter each activity in turn filling in the fields with the name of the activity.



19. Results and outcomes of specific activities of the project

Please detail the specific results you anticipate (as a result of the project).

20. Impact on target groups

Please detail the expected impact on the target groups.

21. Description of project resuming and/or expanding opportunities on the long term

Please detail how the project proposed for funding will be resumed and/or extended after its implementation in partnership with RCI.

22. Methods for promoting the cultural project

Please detail the ways in which the proposed cultural project will be promoted.

23. Risks of the cultural project

Identify the risks in the development and implementation of the cultural project.

24. Evaluation of the cultural project

Please outline how you will evaluate the project and its effects. Mention the methods, indicators and sources of information used to evaluate the project.

25. Project team

For each person proposed for the project team, please indicate the name, position and duties. The project team means the team appointed for dealing with the project management.

26. Partners and associates of the cultural project

Please present the partner organisations/institutions and their contribution to the project.

27. Funding sources for the project (summary)

Fill in the following boxes by entering the amount without separating thousands of hundreds by a comma or dot. Amount applied for to RCI (maximum ...% out of the total amount)

Cofunding sources of the applicant (minimum 10%).

Sponsorships – to be nominated separately (if you have no other sources of funding, enter 0)

Partnerships – to be nominated as mentioned in Annex 1 (if you have no other sources of funding, enter 0)



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Other funding institutions – Name of institution/organization (if you have no other sources of funding, enter 0)

Total – please indicate the total project funding

In the box next to each line, please indicate the percentage of the total proposed budget.

28. Partner

Please mention the partner organisations/institutions together with their details.

It is advisable to enclose informative/presentation materials regarding the experience of the partner entity, especially the experience with projects similar to the one for which funding is requested

Annex 1, signed and stamped by the legal representative, will be transmitted together with all the rest of the documents mentioned in the Regulation to the email address programulcantemir@icr.ro.