**Applicant**:

⃝ public ⃝ private

Identification data for the applicant (institution/organization/natural person) and contact details:

Project coordinator:

**PROJECT FRAMEWORK:**

**1. Project title:**

**2. Date / Timeframe**:

**3. Field of project**:

* Visual arts, design and architecture
* Music
* Film
* Performing arts
* Literature
* Academic conference
* Multidisciplinary festival and pop culture

**4. Brief summary of the project**: *summary concept, reasoning and objective, target audience (quality and numbers), project assignment inside the artistic concept of the EUROPALIA International Arts Festival Romania, project contribution related to the promotion strategy of the Romanian language within the specific field, any other key information; a broad description, including visual/audio material (where appropriate), may be attached to this form (in accordance with paragraph 13 of this form);*

**5. Participants and their role in the project** (*descriptive texts, HD photos, CVs, portfolios and any other relevant documents for the evaluation of the participants, may be attached both in Romanian and English*):

* **Participant 1** (the artist / theatre group … / etc.), his role in the project
* **Participant 2**, his role in the project
* **Support person** inside the project: technician / translator / illustrator / type writer etc.

*Where some of the participants are unknown, their role in the project shall be specified, by mentioning TBD.*

**6. Venue / venues as well as the length (in hours) of the event**, both in Romanian and English:

* Technical features to be satisfied by the venue (including conservation conditions, where needed), in short. A data sheet may be attached, if necessary.
* Necessary technical means/Technical rider (ex: lights, sound system, necessary musical instruments etc.)
* Local human resources (ex: stage director etc.)

**7. Schedule**:

Preceding steps:

* Date / timeframe, name of activity 1
* Date / timeframe, name of activity 2

Effective performance of activities; the project will consist in … public events:

* Date, time, place and name of the activity where possible (estimated audience, where applicable: … people)

**8. Partners/Co-organizers** *(possible documents may be attached at the end of this form: invitation letter, participation rules etc.*):

* Name of the partner / co-organizer 1 + contribution to organize and promote the project
* Name of the partner / co-organizer 2 + contribution to organize and promote the project etc.

**9. Financial participation quota of self- or external funding:**

**10. Promotion:**

* Own means to promote the projects;
* Suggested list of media partners;
* Other elements that may contribute in promoting the project (HD photos, web links, the press);

**11. Previous collaborations between the applicant and the Romanian Cultural Institute**, if applicable:

* Project 1, year, place:
* Project 2, year, place:

**12. Estimated detailed budget requested to the Romanian Institute of Culture – TOTAL … LEI (exchange rate: 1 EUR = … lei / 1 USD = … lei etc.), of which:**

| **Ref. no.** | **Year of spending** | **Name of spending** | **Description of spending** | **Total currency (currency for every spending should be mentioned)** | **Total RON (lei) sans VAT** | **Total RON (lei) including VAT** |
| --- | --- | --- | --- | --- | --- | --- |
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*NB: the total budged will be calculated in LEI (RON) as currency; foreign currency spending, however, will be mentioned as such in the table using a reference exchange rate.*

**13. Attachments:**

* Curatorial concept of the project (both in Romanian and English);
* Europass CVs of the participants/artists (both in Romanian and English);
* Organizational CV (both in Romanian and English);
* Any other document that can provide relevant information on the project (both in Romanian and English);
* The total budget of the project, by highlighting the contribution ratio of the Romanian Cultural Institute in achieving it (*in the format drawn up by the applicant*), only in Romanian;
* Data sheet/Technical rider (both in Romanian and English);
* Photos, sketches, plans, video/audio support (if applicable)
* Three recommendation letters from experts or entities in that specific field.

**I certify that the information registered by me in this form is correct and I’m committed to inform the Romanian Cultural Institute about whatever changes might appear.**

**Applicant: Date of submission of the project:**

Name of the legal person, including the name and position of the legal representative

/Forename and name of the natural person:

Legal person representative’s signature/natural person: