

VISUAL ARTS SUPPORT PROGRAMME REGULATIONS

GENERAL PROVISIONS

Article 1° Object

1. The Calouste Gulbenkian Foundation provides funding for projects in the field of Visual Arts that fulfil the following criteria:

- a) Projects of artistic creation carried out in Portugal, with public presentation.
- b) Exhibition projects carried out abroad (solo or group exhibitions), involving Portuguese artists. Exhibition projects that are curated by and/or include the involvement of an institution or a body focused on international artistic production and dissemination will be given priority.

2. Professional art-related entities, curators and Portuguese or foreign visual artists who live or usually work in Portugal may apply for this support.

3. Funding is intended to act as an incentive and to partially cover costs budgeted for each project.

Article 2° Contest

1. The contest shall be held during a maximum period of one month.

2. The contest will be opened online and advertised through the Calouste Gulbenkian Foundation webpage and other means of communication.

3. The Foundation does not commit to opening the contest every year.

APPLICATIONS

Article 3° Application conditions

1. The applications will only be eligible for review if they are complete.

2. The Foundation reserves the right to request more information about the projects.

Article 4° Application process

1. The interested parties should read the Regulations and fill out the application form available online, by accessing the Calouste Gulbenkian Foundation webpage at gulbenkian.pt, within the stipulated deadline.

2. To be admitted in the contest, the candidates must submit to the online application the following documents (PDF or JPG with less than 4 MB):

- a) Work project (maximum 2.000 words, not more than two sheets A4) ;
- b) Scheduling of the project;
- c) Detailed costing breakdown of the project;
- d) Up-to-date curricular background of those involved (maximum 1.000 words, not more than one sheet A4);
- e) Up-to-date portfolio and/or photographic documentation relating to the artwork, and, if applicable, a link to the artist's personal website (maximum 8-10 images with complete captions and technical data);
- f) Invitation letter and/or confirmation of the availability of the venue;

3. Only collective bodies with legal personality may fill in the form for collective entities. Artistic collectives or duos do not fall within this category, so they should fill in the form for individual entities, choosing one of the persons as being responsible for the application.

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4. Applications should ideally be drafted by the institutions involved.

Article 5° **Application deadlines**

1. Applications should be submitted within the following periods:

- a) from 15 January to 15 February
- b) from 1 to 31 May
- c) from 1 to 30 September

2. Projects must be submitted at least four months prior to the date of the start of the initiative.

Article 6° **Selection process**

1. The number of instances of funding to be given in each contest is to be determined by the Administrative Board of the Calouste Gulbenkian Foundation.

2. Candidates who have already been Foundation grant-holders may only reapply 1 (one) year after completing their grant.

3. The results shall be announced within the 2 months following the deadline of the contest.

4. After the approval of the Administrative Board of the Foundation, the final decisions shall be communicated, which is not subject to appeal.

Article 7° **Exclusions**

Are excluded from the contest:

- a) Candidates currently receiving other funding from the Calouste Gulbenkian Foundation;
- b) Candidates who do not submit the requested documentation;
- c) Applications for retrospective funding;

- d) Funding for ongoing and regular programmes run by institutions, festivals or art fairs;
- e) Funding for commercial galleries;
- f) Costs of promotion, marketing and personal fees;
- g) Publications not associated with the artistic project.

Article 8° **Jury**

1. The candidates will be selected by a Coordination Scientific Commission of the contest, which shall be put together by the Calouste Gulbenkian Foundation.

2. The selection of the candidates may include, among other elements, a personal interview.

OBLIGATIONS

Article 9°

1. At the end of the activity and within a maximum period of one month, the beneficiary must submit a duly documented report via *MyGulbenkian*, using the medium most appropriate to the nature and specific details of the work, so that the work created can be appraised.

2. Explicit reference to the Foundation as the main funder of the initiative should be made in any document or publication associated with the initiative and, if applicable, send two copies of any publication associated with the initiative.

Article 10°

1. The non-presentation of the final report mentioned in art.9°, n°1 will constitute an element of appreciation in future grant

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requests and can jeopardize the attribution of future funding.

2. If noted, at any time, that the information given in the application for the funding is incorrect, the funding will be cancelled.

Article 11°

If the funding is cancelled by act imputed to the grant-holder, the Foundation should be refunded in full for the amount that the grant-holder has already received.

DATA PROTECTION

Article 12°

1. All personal data provided by the candidates/beneficiaries (hereinafter referred to as “Applicants”), will be handled exclusively for the purpose of managing the allocation of the grants by the Calouste Gulbenkian Foundation, as the entity responsible for data processing.

2. The Calouste Gulbenkian Foundation may be contacted regarding any questions relating to the processing of data within this context, and for these purposes, via: privacidade@gulbenkian.pt.

3. The personal data of the Applicants may be kept for the period of time necessary for allocating and managing the grant, except in cases where a different period is required in order to comply with the applicable legislation. Certain data (i.e. the name of the Applicant, the date of application, the terms and duration of the grant and any personal data that may be included in the works and final publications) shall be kept indefinitely by the Calouste Gulbenkian Foundation, by virtue of its activity in managing and

conserving cultural, intellectual and artistic heritage.

4. The Calouste Gulbenkian Foundation guarantees that Applicants will be able to exercise their rights in relation to their data, such as their rights to access, rectification, erasure, objection, purpose limitation and portability, in accordance with the applicable legislation.

5. The Calouste Gulbenkian Foundation implements all of the security measures that are necessary and sufficient for the protection of the personal data of the Applicants, both if the data is processed directly by the Calouste Gulbenkian Foundation or if such data are processed by entities subcontracted by it.

6. The Calouste Gulbenkian Foundation may process personal data collected in this context directly and/or through entities subcontracted for that purpose, with appropriate contracts entered into with those subcontracted entities, in accordance with the terms and content of the applicable legislation. Within the scope and for the purposes of allocating and managing grants, the Calouste Gulbenkian Foundation may communicate candidates’ data to partner entities for the purpose of managing publications and institutional communications. These entities may be located within the territory of the European Union or outside it, and in the latter case appropriate mechanisms will be in place at all times, in line with the applicable legislation, to safeguard the security of personal data that is processed.

7. Applicants may register a complaint with the National Data Protection Committee (Comissão Nacional de Protecção de Dados, CNPD) if they believe there to have been a

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breach of the legal provisions relating to data protection on the part of the Calouste Gulbenkian Foundation.

FINAL PROVISIONS

Article 13°

1. If circumstances so require, this regulation may undergo, at any time, the necessary alterations or modifications, which, once communicated to the grantee, will be immediately binding upon him/her.
2. All cases not covered by these Regulations will be resolved by the Administrative Board of the Calouste Gulbenkian Foundation.

INFORMATIONS CONTACTS

Calouste Gulbenkian Foundation
Gulbenkian Grants Service
Av. de Berna, 45-A
1067-001 Lisboa
Tel: 00351 21 782 3357 (Carlos Luís)

Opening Hours of Calouste Gulbenkian
Foundation HQ:
Working days, from 9:00am to 5:30pm

Calouste Gulbenkian Foundation Webpage:

gulbenkian.pt
[gulbenkian.pt/bolsas-apoios-
gulbenkian/](http://gulbenkian.pt/bolsas-apoios-gulbenkian/)

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