

DOCUMENT A

CALL FOR PROPOSALS 2017

The **Office for Cultural and Scientific Affairs (OCSA)** at the **Embassy of Spain to the United Kingdom** is opening a Call for Proposals for co-financing activities in the promotion of Spanish culture and science.

Key facts

- Open to cultural and scientific operators both Spanish and British with projects to be implemented in the United Kingdom.
- Maximum contribution from the OCSA: **51 %**.
- Application start date and deadline: **5th September** and **3rd October 2016**.
- Implementation dates: between **1st January** and **30th December 2017**.
- Events are to be organised and financed in conjunction with the OCSA and be supported financially by another institution, be it Spanish or British, of a public or private nature.

1. Introduction

The **OCSA at the Embassy of Spain in the United Kingdom** recognises the value of cultural engagement and scientific exchange. The general objectives are:

- I. To strengthen Spain's cultural presence abroad both by communicating elements identified with the important tradition as well as contemporaneity, innovation, diversity, professionalism and creativity of the Spanish cultural sector.*
- II. To expand the knowledge of Spanish languages as major assets of economic value to promote audio-visual and musical works and their implementation in digital environment.*
- III. To project Spanish culture through unique cultural events, ensuring the regular presence of Spanish artists and cultural industries in international and consolidated forums.*
- IV. To promote cultural tourism, highlighting the elements of excellence and quality of Spanish cultural and heritage assets for their special contribution to our cultural identity abroad, as well as for our production system and economic structure.*
- V. To promote cultural interaction as a key factor of development cooperation, considering culture as a resource in its own right, whose access, diversity, heritage preservation, training, trade and industrial development should be given priority in our development policies.*

Therefore, priority will be given to those projects addressing the following objectives:

- Strengthening action and digital communication media.
- Promoting Spanish young artists and authors, as well as translation and internationalization of their works.
- Contributing to the promotion of Spanish cinema, theatre, dance, music, literature, visual arts and other artistic expressions.
- Working with major British cultural and scientific institutions and festivals.
- Always seeking public/private co-operation, particularly of Spanish companies in the UK.
- Taking advantage of special commemorations, such as birth and death anniversaries to develop projects with a greater reach and wider dissemination to the general public.
- Encouraging dialogue between generations and plurality of cultural expressions, and the fight against any discrimination.
- Organizing scientific seminars on issues such as biomedicine, climate change, physics, energy and other scientific priorities of the Government of Spain.
- Promoting Hispanic Studies.
- For this specific year, 2017, activities taking place in Manchester would be specially considered as our programme will focus on the promotion of Spanish culture and science in that city.

As a result, the OCSA in London is launching this call for proposals specifically for Spanish and British cultural and scientific agents, whose experience in staging cultural and scientific events makes it possible to promote the above mentioned priorities.

2. Eligibility criteria

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 in putting on well-supported cultural and scientific projects.
- Be highly visible. The organizers must have good contacts and be well embedded within their communities in order to increase the coverage of the project in local and specialised press.
- Have a plan of communication and promotion, as a part of the application, with the aim of evaluating the future coverage in local and national media, and the impact of the project in the audience.
- Be opened to the widest possible public audience.
- Emphasize the collaboration between the Office for Cultural and Scientific Affairs of the Embassy of Spain and the applicant during the project, as well as in the communication and marketing plan included in the proposal.



- Be clearly related to Spain in the chosen policy area(s) above mentioned.
- Be opened to the collaboration of other Spanish institutions.
- Comply with the evaluation commitment sending a report on the event, which should include an overall account of the cultural activity, as well as the impact of the project in the area. This report will be taken into account in order to evaluate future collaborations and funding.

3. Financing

- The grant application must be stated in GBP.
- The OCSA will provide a maximum of 51% of the total cost established in the requirement terms.
- Should the proposal not have any other funding sources, the OCSA would consider whether to carry out the project or turn it down.

4. Applications

- Applicants are welcome to submit proposals for individual events or a series of activities related to these priority issues above mentioned.
- The application form should be filled entirely (**Document B**) and completed with the budget form (**Document C**). This process should be repeated for every single application (it is not necessary to attach Document A).
- The applicants must ensure that they meet the requirements to participate in this call.
- The deadline to send all application forms and all required additional documentation is **3dr October 2016**.
- The application could be dispatched alternatively as follows, being validated accordingly to the chosen form:
 - a) Submittal method: standard mail service. Validation: postmark
 - b) Submittal method: hand delivery at the OCSA in London. Validation: date recorded on the receipt, before the deadline
 - c) Submittal method: courier service. Validation: acknowledgement of the courier service
- Two hard copies of the application form must be posted or delivered to the following address:

**Office for Cultural and Scientific Affairs
Embassy of Spain
39 Chesham Place
London SW1X 8SB**

- Once applications have been received at the OCSA, applicants will receive a confirmation of receipt.



- The OCSA reserves the right to exclude any applications which are incomplete.
- The OCSA will provide a list of the accepted proposals before **January 31st 2017**, although this date may be subject to change.
- Only the successful candidates will be notified of the results.
- Selected candidates will be invited to sign a grant agreement with the OCSA, whose terms and conditions are set in the call guidelines (**Document A**), which describe how the application will be evaluated.
- Within 30 days of the completion of the activity, project co-ordinators should return to the OCSA the **Document E** (Project Evaluation Report) along with two printed copies of any programme, catalogue, photographs, posters and press releases, as well as an invoice for the agreed amount. This report will be taken into account at the time of evaluating and deciding whether to proceed with future collaborations.
- Applications received via fax or email **will not be accepted**.