

GUIDELINES FOR CONTEST FOR ART RESIDENCY GRANTS AT OFICINAS DO CONVENTO

GENERAL PROVISIONS

This Guidelines aims to establishment the rules and conditions for participation in the Contest for Art Residency Grants at Oficinas do Convento - Cultural Association for Art and Communication (hereinafter called only Oficinas do Convento).

1. CONTEXT AND OBJECTIVES

1.1. Oficinas do Convento is a Nonprofit Art and Cultural Association, based in Montemor-o-Novo, Alentejo, Portugal. Is Non Governmental Organization for Development since 2009 and UNESCO Center since 2010. Since its foundation in 1996 it has developed numerous projects within the Visual and Performing Arts, Heritage, architecture, community, ecology, conferences, training activities in different areas, residencies, festivals and other cultural activities.

It has several services in different areas of intervention: visual arts, sound and image, digital manufacturing, artistic ceramics and work in the field of sustainable architecture.

1.2. The main objective of the Contest for Art Residency Grants is to promote and support the development of artistic projects with an investigative and innovative outline in the city of Montemor-o-Novo (Portugal), promoting contact between creators and the community of this region.

1.3. With the implementation of this self-funded residency model, Oficinas do Convento hopes to promote new strategies to support artistic practice and decentralization of culture.

1.4. It is the mission of Oficinas do Convento to create conditions for the emergence of new artists in their fields of action.

2. CONDITIONS OF PARTICIPATION

2.1. Artists from all areas, designers and architects, of all nationalities, over 18 years old can apply to this Contest.

2.2. Applicants must apply individually. For groups of two or more

elements, please contact the Association before submitting the application. (oc@oficinasdoconvento.com)

2.3. The Residencies will have a maximum duration of **one month**, so that the projects presented must be completed within this period or continue beyond the scope of the Grant and this competition.

2.4. Candidates may choose the dates for completion of the residency, which will be agreed with Oficinas do Convento, provided they do not exceed the period of 30 days, and will happen between September 1st and December 31st, 2016

2.5. Participants assume the originality and authorship of its proposals and are responsible for any claims or issues related to Copyright and Related Rights.

2.6. Oficinas do Convento ensures complete confidentiality of the data submitted and will only use it for this purpose.

2.7. Any expenses arising from the preparation and submission of projects are the responsibility of the candidates.

2.8. Application fees will not be refunded, except in fully justified cases.

3 APPLICATION SUBMISSION

3.1. Submit:

- Application Form
- Work Proposal
- Necessary resources
- Portfolio or website
- C.V.
- Proof of Application Fee Payment

to oc@oficinasdoconvento.com

3.2. Only proposals sent by email will be accepted, in PDF format with a maximum of 25 megs and with all documents presented in **3.1** in a single document.

3.3. Proposals may be submitted in Portuguese or English.

3.4. The deadline for submission of Applications is the **15th of june 2016, 6pm** (UTC + 00:00), 2016 under exclusion penalty from this procedure.

4. APPLICATION FEE AND PAYMENT

4.1. The Application for this Contest requires the payment of twenty (20) euros as an Application Fee that will be used to create the Grants.

4.2. Payment must be made by bank transfer to Oficinas do Convento, before submitting the Application, so that the Proof of Application Fee Payment can be attached to the Application.

Bank details:

IBAN: PT50 - 0045 6390 4013 0488 8165 8

BIC/ SWIFT: CCCMPTPL

4.3. The Proof of Application Fee Payment will be required to contain the Project Title in the field of description or comments or in any other clearly visible way.

5. APPLICATION

5.1. The Applications should be capped by the Application Form, followed by the remaining documents listed in **3.1**.

5.2. The Work Proposal should contain a description of the project to be developed, its relevance and context; describing all the necessary steps for the completion of the project and a list of necessary resources.

5.3. May be submitted in the same document a brief portfolio or mentioned the artist's personal website for evaluation and the candidate's C.V.

5.4. For this Contest to happen, at least 30 applications for each area are required.

5.5. If not reached the number of applications, Oficinas do Convento may extend the Application period until it reaches the required number to each area.

5.6. If not reached this number, the Candidates will be repaid in full of their Application Fee by bank transfer.

5.7. If the number of entries is exceeded and thus exceeded the minimum necessary to fund these Grants, the remaining amount will be used for investments by Oficinas do Convento in its facilities.

5.8. At the end of the tender process, will be communicated through the Applicants a financial report with the disclosure of the number of entries and earned value by this Contest.

6. SELECTION

6.1. The selection of Applications will be the responsibility of a jury panel invited by Oficinas do Convento for this purpose, composed of 7 professionals from different artistic backgrounds.

6.2. At the end, the jury will announce the list of three winners of this contest, one for each area, which shall be final.

6.3. The selected projects will be evaluated based on their originality, creativity, innovation, project presentation, its adaptation to the context and their feasibility.

6.4. Participants whose projects are selected, authorize from now on Oficinas do Convento to use and share images and information of the process and final results as part of any media or dissemination vehicles.

7. RESULTS ANNOUNCEMENT

7.1. The result of this competition will be announced on the Oficinas do Convento's official website on the 10th of July 2016, with the publication of the names of the artists, the name of the selected projects and correspondent work proposal.

7.2. No other data will be announced apart from the listed above.

7.3. All Candidates will be notified by email.

8. WINNERS

8.1. After the results announcement, the winners will be contacted by Oficinas do Convento for further information.

8.2. Winners will sign a Residency Contract with Oficinas do Convento, committing to the fulfillment of the project in accordance with the individually agreed and contracted.

8.3. The works produced are the property of their authors.

8.4. At the end of each residency there will be a public presentation of the results in the city of Montemor-o-Novo, in a place to be determined.

9. QUESTIONS AND MISSING ISSUES

9.1. Any questions of interpretation of this document or other and missing issues should be communicated in a timely manner through the email address oc@oficinasdoconvento.com.

9.2. The resolution of missing issues is the responsibility of Oficinas do Convento, and, if necessary, communicated timely, any changes to the Guidelines or the dates on the Oficinas do Convento's official website.

10. FINAL PROVISION

10.1. The Application to this Competition implies the unconditional acceptance of this Guidelines.