

Form for writing project ideas that will be integral part of the program

**NOVI SAD 2021**

**CANDIDATE CITY FOR THE TITLE OF EUROPEAN CAPUTAL OF CULTURE IN 2021**

|  |  |  |  |
| --- | --- | --- | --- |
| APPLICANT’S NAME (name and surname for natural persons / name for entrepreneurs / legal persons) |  | | |
| ADDRESS for natural persons  SEAT for entrepreneurs or legal persons |  | | |
| PERSONAL IDENTITY NUMBER (for natural persons)  REGISTER NUMBER (for entrepreneurs or legal persons) |  | | |
| NAME OF THE PROJECT IDEA |  | | |
| **TERRITORY COVERED BY THE PROJECT IDEA** |  | | |
| ESTIMATED VALUE OF THE PROJECT IDEA |  | | |
| SIGNATURE (mandatory for natural persons)  SIGNATURE AND SEAL (mandatory for entrepreneurs or legal persons) |  | | |
|  | | Referent number of the project idea |  |
|  | | (This number is assigned upon receiving the proposition and serves to register projects) | |

GENERAL Remarks

Based on the Decision of the European Parliament and the Council from 16 April 2014 on establishing the initiative of the European Union for the project European Capitals of Culture in the period 2020-2033, one city from the candidate country or potential candidate will be declared a European Capital of Culture in 2021 (ECoC 2021).

After recognising the importance for cultural, economic and tourist development of the City of Novi Sad, the City Assembly adopted the Decision on the candidacy of our city for the European Capital of Culture in 2021, believing that Novi Sad has necessary capacities for the successful realisation of the project.

Based on the concept of candidacy of Novi Sad the following moto of the candidacy was proposed:

**KULT TURA - Novi Sad 2021. / CULT TOUR – Novi Sad 2021**

The following common goal is to create original and innovative program that will be based on the proposed concept and become integral part of the bid book, and that will represent the city and the region in 2021. The City of Novi Sad submits its bid book together with its surrounding area, i.e. Municipalities of Irig, Beočin and Sremski Karlovci. The proposals of project ideas that will be chosen by the Program Council Novi Sad 2021 will become part of the bid book of the City of Novi Sad for the title of European Capital of Culture in 2021, and afterwards it will be decided about the possibilities of their financing.

Please read and fill in this form carefully. After the deadline of the call, submitted copy of the filled-in form will be considered an official proposal of the project idea.

The content of the project proposal can be changed afterwards only in the change process initiated by the Commission, or upon your request, if the project idea is supported.

**1. GENERAL DATA AND CAPACITIES OF THE HOLDER OF THE PROJECT IDEA**

* 1. **Natural person, entrepreneur or legal person who submits the project idea (potential user of funds and holder of the project idea):**

|  |  |
| --- | --- |
| Name and surname (for natural persons)  Full name for entrepreneurs or legal persons (as it is written in the register of the Business Registers Agency): |  |
| The date of registration in the Business Registers Agency (for entrepreneurs and legal persons): |  |
| Taxpayer Identification Number (for entrepreneurs and legal persons): |  |
| Personal identity number (for natural persons)  Register number (for entrepreneurs and legal persons): |  |
| Residential address, i.e. address of the seat for entrepreneurs and legal persons: |  |
| Contact person for the project idea (name, surname and the function for entrepreneurs and legal persons): |  |
| Phone number of the applicant: |  |
| E-mail: |  |
| Web address: |  |

* 1. **Description of applicant’s previous work experience**

White a short history and goals of your work, as well as important results (one typed page maximum):

**1.3 Experience in managing projects in the field of culture**

Name projects in the field of culture that you realised so far as a holder, and which can represent your capacities for managing projects and programs; experience in implementing projects in the field of culture (one typed page maximum):

**1.4 Resources:**

(Show in detail different resources that you have at your disposal. Only for natural persons.)

|  |  |  |
| --- | --- | --- |
| Realised contracts in the previous year | **Total budget** | **Referent list of contracted work** |
|  |  |
|  |
|  |
|  |

(Show in detail different resources that you have in your disposal. Only for entrepreneurs and legal persons.)

|  |  |  |  |
| --- | --- | --- | --- |
| Annual budget for the previous year (for entrepreneurs and legal persons) | **Total budget** | **Main sources of financing** | |
|  |  | |
|  | |
|  | |
|  | |
| Number of full-time and part-time employees (for entrepreneurs and legal persons) | **Full-time employees** | | **Part-time employees** |
|  | |  |
|  | |  |
| **Equipment and spatial capacities** |  | | |
| **Other relevant resources** |  | | |

**2. GENERAL DATA ON THE PROJECT PROPOSAL**

**2.1 Please briefly present your project idea – mandatory (one typed page maximum)**

2.2 Description of project activities:

Name the activities and describe clearly each of them. The planned project activities are all those concrete actions, measures and/or conditions that must be met or provided in order to achieve the expected project results.

**The project activities should:**

- be grouped according to appropriate results;

- correspond to the given project idea (realistically considered possibilities for realisation of the activities);

- directly contribute to the candidacy **Novi Sad – European Capital of Culture 2021.**

All project ideas must be realised exclusively during 2021, while preparation activities can be realised from the moment the title is designated to the City of Novi Sad (expected in early 2017).

**Expected results** of project ideas are the end resulsts of certain project activities.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities** | **Expected resutls** | **Indicators – measurable** | **Sources of verification for achievements of defined results** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**2.3 Timetable for realisation of activites and work plan:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activities** | **Period of implementation by months** | | | |
| 1st month | 2nd month | 3rd month | ... |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Note: If necessary, add additional rows and columns.

**2.5 Describe in detail which activities will be undertaken in order to inform and include citizens in planned acivities?** Describe in which way you plan to include members of vulnerable and/or minority groups (Roma, young people, peple with disabilities, women, children…) in planning and implementation of your project activities.

**2.6 List possible risks for realisation of project activities and measures for managing identified risks (half of the typed page maximum):**

|  |  |  |
| --- | --- | --- |
| Activities | Risk(s) | Measures for management |
|  |  |  |
|  |  |  |
|  |  |  |

**2.7 In which way will you provide promotion and visibility of the project Novi Sad – European Capital of Culture 2021 though your activities? Describe in which way the project activities contribute to the project Novi Sad – European Capital of Culture 2021 (half of the typed page maximum):**

**2.8 Describe in which way you will estimate the success of project activities (half of the typed page maximum):**

**3. PROJECT PARTNERS**

3.1 Structure of partnerships:

Present each individual partner through roles in project activities. It is **mandatory** to define responsibilities of partners for individual activities within the project idea.

|  |  |
| --- | --- |
| **Name of the partner** | **Role of the partner** |
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |
| 5. ... | 5. ... |

Signature (for natural persons)

/ Sugnature of the authorised person (for entrerpreneurs and legal person)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seal

**Consent for collection, processing and use of personal data**

I confirm under moral, material and criminal responsibility that the data used in this application form are valid, as well as that I am familiar with the fact that I am submitting the data for processing to the Program Council of Novi Sad 2021, in accordance with the Law on the Protection of Personal Data. I hereby give consent for processing of submitted personal data.

Signed in \_\_\_\_\_\_\_\_ on \_\_\_\_\_\_, 2015.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and surname