

APPROVED BY
Order No. IV- 313
of the Minister of Culture of the Republic of
Lithuania of 30 March 2022

PROCEDURES FOR AWARDING GRANTS TO CULTURE AND PROFESSIONAL ART CREATORS WHO ARE THE CITIZENS OF UKRAINE

CHAPTER I GENERAL PROVISIONS

1. Procedures for Awarding grants to Culture and Professional Art Creators who are the citizens of Ukraine (hereinafter referred to as the 'Procedures') establish the amount of grants to culture and professional art creators who are the citizens of Ukraine (hereinafter referred to as the 'grants'), the duration of payment, the applications submission and evaluation procedures, awarding of grants, payment thereof and submission of reports. The purpose of the grants is to support the creative activities of culture and professional art creators who are Ukrainian citizens and to promote their cooperation with the cultural community of the Republic of Lithuania in the fields of architecture, libraries, circus, fine art, design, ethnic culture and folk art, photography, cultural heritage, literature, museums, music, dance, interdisciplinary art and theatre.

2. The grants shall be paid from the funds allocated to the Lithuanian Council for Culture (hereinafter referred to as 'the Council'). The grants shall be state grants.

3. Adult culture and professional art creators who are the citizens of Ukraine and who have been granted temporary protection in the Republic of Lithuania (hereinafter referred to as the 'culture and art creators') shall be eligible to be awarded the grants.

CHAPTER II AMOUNT AND DURATION OF PAYMENT OF THE GRANT

4. The amount of the grant shall be EUR 1800.

5. The grant shall be awarded for a period of 3 months.

CHAPTER III PROCEDURE FOR THE SUBMISSION OF APPLICATIONS

6. Applications for receiving grants to culture and art creators in a form approved by the Chairperson of the Council (hereinafter referred to as the 'applications') shall be accepted following the call on the Council's website at www.ltkt.lt.

7. The call shall specify:

- 7.1. the time limit for the submission of applications;
- 7.2. the method of the submission of applications;
- 7.3. the name, surname, telephone number and e-mail address of the designated administrative staff member of the Council;
- 7.4. other required information.
- 8. Applications shall be accepted on a continuous basis and shall be forwarded for administrative check on Tuesday of each week.
- 9. A culture and art creator may be awarded a grant once.
- 10. The following persons shall not be eligible to submit applications:
 - 10.1. culture and art creators who are working in the institutions, enterprises and organisations of the Republic of Lithuania – for the activities that are specified in their employment contracts or job descriptions;
 - 10.2. culture and art creators who are studying in the higher education institutions of the Republic of Lithuania – for the activities that are integrated in their study programmes.
- 11. The applications completed in Lithuanian or English, with required application annexes in Lithuanian or English enclosed, to the Council must be sent by the e-mail stipendijos@ltk.lt.
- 12. The application must be accompanied by:
 - 12.1. a copy of the personal identity document;
 - 12.2. a copy of the document attesting the fact of being granted temporary protection in the Republic of Lithuania (a registration card issued by the Migration Department under the Ministry of the Interior of the Republic of Lithuania, etc.);
 - 12.3. the candidate's CV and the description of creative activities indicating the results of the previous creative activities;
 - 12.4. a confirmation by a legal entity registered in the Republic of Lithuania, the primary activity whereof is in the field of culture and/or professional art, stating that the applicant will be involved in the culture and/or professional art activities carried out by the abovementioned legal entity and the information regarding the previous culture and/or professional art projects implemented by this legal entity as well as their results.
- 13. The application may be accompanied by other documents (copies of documents attesting education, visual material, etc.) supporting the information provided in the application.

CHAPTER IV EVALUATION OF APPLICATIONS

- 14. The applications submitted to the Council shall be evaluated in two stages:

14.1. the evaluation of administrative compliance;

14.2. the evaluation by the meeting of Council members.

15. The evaluation of administrative compliance shall be carried out by the designated administrative staff member of the Council.

16. The purpose of the evaluation of administrative compliance shall be:

16.1. to register the application submitted;

16.2. to identify whether the application has been submitted in compliance with the administrative requirements specified in the Procedures and the call.

17. The evaluation of administrative compliance shall be carried out in accordance with the procedure established by the Council no later than within 5 working days from forwarding the application for administrative check.

18. If the evaluation of administrative compliance identifies that the application submitted is non-compliant with the requirements specified in the Procedures and the call, and if there is a possibility to correct the deficiencies, the designated administrative staff member of the Council shall notify the applicant once to the applicant's e-mail address specified in the application and shall determine a time limit of at least 3 working days to remedy these deficiencies.

19. If the application is assessed to meet all the requirements for the evaluation of administrative compliance it shall be forwarded to the meeting of the Council members for evaluation.

20. The meeting of Council members shall score the application on a scale from 0 to 100 points based on the following criteria:

20.1. Relevance of the activities described in the application to the purpose of the grant as set out in the Procedures (0–30 points);

20.2. The results of the previous creative or professional activities carried out as a culture or professional art creator (0–40 points);

20.3. The results of the previous culture and/or professional art projects implemented by the legal entity referred to in Point 12.4 of the Procedures (0–30 points).

21. A detailed description of the criteria for the evaluation of grant applications is set out in the Annex to these Procedures.

CHAPTER V AWARDING OF GRANTS

22. Funding may be awarded to the applications with a minimum score of 60 points.

23. The decision on the funding of an application shall be taken by the meeting of Council members no later than within 20 working days after the submission of the application for administrative check.

24. Information on the decisions taken by the meeting of the Council members to grant funding to applications and the results of the evaluation of applications (score awarded, rounded to the nearest hundredth of a point) shall be published on the Council's website at www.ltkt.lt no later than within 3 working days after the date of adoption of these decisions, indicating the applicants' names and surnames, as well as the titles of their creative activities.

The personal data provided (applicants' names and surnames) shall be made publicly available by the Council, being the data controller in order to ensure the principles of transparency and the public interest in the award of grants. The above personal data shall be publicly available for a period of 3 years.

CHAPTER VI PAYMENT OF GRANTS AND REPORTING

25. The culture and art creator to whom a grant is awarded by a decision of the meeting of the Council members shall submit one copy of the agreement duly completed in a form approved by the Chairperson of the Council to the Council within 10 working days from the date of adoption of the decision of the meeting of the Council members on the award of the grant.

26. If the culture and art creator fails to submit a duly completed and signed agreement to the Council by the time limit set out in Point 25 of the Procedures no funding shall be granted.

27. A lump sum payment of the grant shall be made to the payment account of the beneficiary specified in the agreement within 10 working days from the signing of the agreement.

28. The grant shall not be paid if the beneficiary:

28.1. dies;

28.2. informs the Council that for objective reasons he/she is no longer able to carry out the activities for which the grant has been awarded;

28.3. has submitted false data (documents) for the grant;

28.4. does not carry out the activities for which the grant has been awarded or does not use the grant awarded for its intended purpose.

29. In the cases referred to in Points 28.3–28.4 of the Procedures, the beneficiary must repay to the Council the full amount of the grant received up to the date of termination of grant payment. If the grant is not repaid it shall be recovered in accordance with the procedure established by legislation. In the case referred to in Point 28.2 of the Procedures the Council shall take the decision on repayment of the grant having considered the reasons for the cessation of activities.

30. After the expiry of the period of carrying out the activities for which the grant has been awarded the culture and art creator must submit to the Council, no later than within 20 working days, a report on the activities in the form approved by the Chairperson of the Council (hereinafter referred to as the 'report').

31. The report shall be emailed to the Council to stipendijos@ltk.lt (certified by an electronic signature, signed by a physical signature and scanned (PDF format) or otherwise ensuring the authenticity and integrity of the report).

32. If a culture and art creator fails to report for the grant awarded in accordance with the procedure established in the Procedures and the agreement, he/she shall not be entitled to receive funding from the Council until he/she reports for the grant awarded.

CHAPTER VII PROVISION OF INFORMATION AND DATA PROTECTION

33. Applicants and beneficiaries shall not be provided with individual evaluations; however, upon their written request, the Council shall provide the average score given for each of the evaluation criteria referred to in Point 20 of the Procedures. The Council shall only provide grant applications and reports to third parties with the consent of applicants and beneficiaries.

34. Information other than that referred to in Point 33 of the Procedures shall be provided to persons in accordance with the procedure established in the Law on the Right to Obtain Information and Data Reuse of the Republic of Lithuania.

35. The personal data (name, surname, residence address, email address, telephone number and other contact details) provided in the application form shall be processed by the Council being the data controller for the purpose of awarding grants and other financial support to culture and art creators; for the purpose of obtaining the necessary conclusions for the Council's decision-making process; for the purpose of organising and coordinating research in the field of culture and art; for the purpose of monitoring the ongoing culture and art projects; and for the purpose of document management. The processing of personal data shall be carried out in the public interest and for the fulfilment of the legal requirements applicable to the Council, in accordance with Article 6(1)(c) and (e) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

CHAPTER VIII FINAL PROVISIONS

36. The documents of the administration of the programme of grants to culture and art creators and the personal data of applicants and beneficiaries shall be stored within the time limits set out in the Council's documentation plan and Procedures for the Processing of Personal Data in the Lithuanian Council for Culture.

37. The decisions of the meeting of Council members may be appealed against in accordance with the procedure and within the time limits established by the Law on Public Administration of the Republic of Lithuania.

Annex
to Procedures of the Procedure for
Awarding Grants to Culture and
Professional Art Creators Who Are
the Citizens of Ukraine

DESCRIPTION CRITERIA FOR THE EVALUATION OF GRANT APPLICATIONS OF CULTURE AND PROFESSIONAL ART CREATORS WHO ARE THE CITIZENS OF UKRAINE

The criteria for the evaluation of grant applications of culture and professional art creators who are the citizens of Ukraine and score descriptions:

1. Relevance of the activities described in the application to the purpose of the grant as set out in the Procedures for Awarding Grants to Culture and Professional Art Creators Who Are the Citizens of Ukraine (hereinafter referred to as the 'Procedures') (0–30 points):

Description of the evaluation criterion	Possible score to be awarded in assessing compliance with the evaluation criterion	Guidance for evaluators
The purpose of the project is to support the creative activities of Ukrainian culture and professional art creators, promote their cooperation with the cultural community of the Republic of Lithuania in the fields of architecture, libraries, circus, fine art, design, ethnic culture and folk art, photography, cultural heritage, literature, museums, music, dance, interdisciplinary art, and theatre.	30	Compliance with the evaluation criterion shall be given 30 points, if the project fully complies with the description of the evaluation criterion.
	15	Compliance with the evaluation criterion shall be given 15 points, if the project moderately complies with the description of the evaluation criterion.
	0	Compliance with the evaluation criterion shall be given 0 points, if the project does not comply with the description of the evaluation criterion.

2. The results of the previous creative or professional activities carried out as a culture or professional art creator (0–40 points):

Description of the evaluation criterion	Possible score to be awarded in assessing compliance with the evaluation criterion	Guidance for evaluators
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The previous creative activities of the Ukrainian culture and professional art creator are distinguished by a high quality, his/her projects have been visible and have had an impact on the cultural community.	40	Compliance with the evaluation criterion shall be given 40 points, if the project fully complies with the description of the evaluation criterion.
	20	Compliance with the evaluation criterion shall be given 20 points, if the project moderately complies with the description of the evaluation criterion.
	0	Compliance with the evaluation criterion shall be given 0 points, if the project does not comply with the description of the evaluation criterion.

3. The results of the previous culture and/or professional art projects implemented by the legal entity referred to in Point 12.4 of the Description (0–30 points):

Description of the evaluation criterion	Possible score to be awarded in assessing compliance with the evaluation criterion	Guidance for expert evaluators
The previous activities of the Lithuanian culture and/or professional art organisation are distinguished by the high quality of creative content. The implemented projects have been visible and their results have had an impact on the cultural community.	30	Compliance with the evaluation criterion shall be given 30 points, if the project fully complies with the description of the evaluation criterion.
	15	Compliance with the evaluation criterion shall be given 15 points, if the project moderately complies with the description of the evaluation criterion.
	0	Compliance with the evaluation criterion shall be given 0 points, if the project does not comply with the description of the evaluation criterion.