*/Translation from the Lithuanian language/*

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| APPROVED:  Klaipėda City Municipality Council  Decision No. T2 247 of 29 November 2018 |
| (Wording of 28 April 2022 Decision No. T2-90 of Klaipėda City Municipality Council) |

**REGULATIONS FOR AWARDING KLAIPĖDA CITY MUNICIPALITY SCHOLARSHIPS TO CULTURE AND ART CREATORS**

**CHAPTER I**

**GENERAL PROVISIONS**

1. The Regulations for Awarding Klaipėda City Municipality Scholarships to Culture and Art Creators (hereinafter ‘the Regulations’) establish the type, amount and term of payment of scholarships for creators of culture and art (hereinafter ‘the scholarships’) by Klaipėda City Municipality, and the procedure for submitting and evaluating applications, as well as for award and payment of the scholarships and related accountability.

2. The scholarships shall be paid based on the subsidies from the Klaipėda City Municipality budget.

3. The following culture and art creators of the full legal age shall be entitled to receive the scholarships:

3.1. Citizens of the Republic of Lithuania living, working and/or creating in Klaipėda, if the object of their activity is art or culture and dissemination thereof;

3.2. Citizens of the European Union states or third countries, if the object of their activity is art or culture and dissemination thereof, and if they purposefully come to Klaipeda to create, and are invited by a cultural organisation registered in Lithuania.

**CHAPTER II**

**TYPES, AMOUNT AND TERM OF PAYMENT OF THE SCHOLARSHIPS**

4. Types of the scholarships:

4.1. An individual scholarship is awarded to promote the creative expression of culture and art creators;

4.2. An educational scholarship is awarded to perfect the professional skills and/or enhance the competencies of culture and art creators;

4.3. A scholarship for a foreign artist is awarded to promote the creative expression of foreign creators of culture and art in Klaipėda.

5. Amount of the scholarships:

5.1. An individual scholarship: EUR 580 per month;

5.2. An educational scholarship: up to EUR 1,000;

5.3. A scholarship for a foreign artist: EUR 580 per month.

6. Term of payment of the scholarships:

6.1. An individual scholarship: 6 to 24 months;

6.2. An educational scholarship is awarded for activities carried out for a maximum of 3 months;

6.3. A scholarship for a foreign artist: 3 to 6 months.

7. Up to 15 individual and educational scholarships and up to 10 scholarships for foreign artists are awarded per year.

**CHAPTER III**

**SUBMISSION OF APPLICATIONS**

8. Applications for the scholarships for culture or art creators in the form established by Klaipėda City Municipality (hereinafter ‘applications’) shall be accepted after the publication of the relevant invitation on the Klaipėda City Municipality website (www.klaipeda.lt) and through other information dissemination media.

9. The invitation to submit applications for the scholarships shall be published:

9.1. When the payment of previously awarded scholarships ends in the first half of the following year: by 1 December of the current year. The deadline for acceptance of applications: 20 working days;

9.2. When the payment of previously awarded scholarships ends in the second half of the current year: other deadlines are set for the submission of applications for the individual, educational or foreign artist’s scholarships by the order of the Director of the Klaipėda City Municipality Administration.

10. The invitation shall specify:

10.1. The term of acceptance of the applications;

10.2. The name, surname, telephone number and e-mail address of the civil servant responsible for publishing the invitation;

10.3. The application form, addendums and application submission methods;

10.4. Other relevant information.

11. The applications shall be sent by post, via courier to the Customer Service Department of Klaipėda City Municipality Administration (hereinafter ‘the Municipality Administration’), via the E-delivery system or in other ways specified in the invitation of the Municipality Administration.

12. Applications shall be submitted to the Municipality Administration by the end of the term specified in the invitation, using the services provided by postal couriers (an application is considered to be submitted timely, if the date of the postmark on the envelope or the date of submission of the application to the courier is not later than the last day of the application submission term), or using the electronic application submission programme, where such a possibility is provided for in the invitation. Applications submitted by other means and/or submitted to addresses other than those indicated in the invitation or submitted after the expiry of the term set forth in the invitation will not be accepted or evaluated.

13. A culture or art creator applying for a scholarship may submit only one application for one type of the scholarship.

14. The application shall be submitted along with the mandatory addendums specified therein. When applying for an educational scholarship, documents confirming the invitation and providing the explanation concerning the conditions for perfecting professional skills or enhancing competencies shall be submitted as well.

15. The following persons are not entitled to apply for and receive scholarships:

15.1. The experts who evaluate the applications for scholarships;

15.2. Members of the Culture and Arts Council;

15.3. The creators of culture or art working in national, state and municipal budgetary institutions – for activities specified in their employment contracts and job descriptions;

15.4. The creators of culture or art who have not submitted reports to the Municipality Administration, as described in Item 30 of the Regulations, for scholarships previously received from the Municipality Administration;

15.5. The creators of culture or art studying in higher education institutions – for activities that are part of their study programmes;

15.6. The creators of culture or art who have already received funding from the financial resources of states or municipalities (the Republic of Lithuania, other European Union states or third countries) for the performance of the activities specified in the application;

15.7. The creators of culture or art, where, at the time of publishing the term for submitting applications, less than one year has elapsed since the expiry of a scholarship award agreement based on which a creator of culture or art was awarded a scholarship by the Municipality Administration.

**CHAPTER IV**

**EVALUATION OF APPLICATIONS**

16. The Municipality Administration shall assess the administrative compliance of the applications no later than within twenty working days of the last day of the acceptance term of the applications. When assessing the administrative compliance of applications, the submitted applications shall be recorded in the registers and it shall be determined whether an application has been submitted in accordance with the administrative requirements established by the Regulations and the invitation. Where a civil servant notices any shortcomings at the time of the administrative assessment, he/she shall inform the applicant thereof by sending the relevant e-mail to the scholarship provider’s e-mail address indicated in the application, setting a term of at least five working days for a one-time removal of the shortcomings. Where no reply is received, it shall be deemed that the scholarship provider has not remedied the shortcomings, and the application shall not be evaluated.

17. Applications that do not meet the requirements for administrative compliance shall not be submitted for expert evaluation.

18. The work of experts and the procedure for evaluation of applications shall be organised in accordance with the regulations on the work of experts approved by the order of the Director of the Municipality Administration.

19. One application shall be evaluated by at least three experts.

20. The application, evaluation and report forms shall be approved by the order of the Director of the Municipality Administration.

21. Applications shall be evaluated based on the following criteria:

21.1. The artistic and cultural value of the activity for which the scholarship is requested (1 to 20 points);

21.2. The results and the expected dissemination of the activities for which the scholarship is requested (1 to 15 points);

21.3. The results of the previous activities of a creator of culture or art (where a creator of culture or art has been awarded a scholarship by the Municipality Administration, the results of activities related to that scholarship are also to be analysed) (1 to 15 points);

21.4. Relevance and importance of the activity of a creator of culture or art to a specific field of culture or art (1 to 20 points);

21.5. Relevance of the activity for which the scholarship is requested to the city of Klaipėda (1 to 20 points);

21.6. A provider of the activity for which the scholarship is requested is a young creator of culture and art (up to 35 years of age) (5 points are awarded for the applications that meet the criterion);

21.7. The provider of the activity for which the scholarship is requested has not been awarded a scholarship in accordance with the Regulations yet (5 points are awarded for the applications that meet the criterion).

22. The experts shall provide recommendations to the Culture and Arts Council concerning the specific term of payment of a scholarship to a creator of culture or art in view of the scope of the activity specified in the application. The term of payment of a scholarship shall be approved by the Director of the Municipality Administration, taking into account the recommendations of the Culture and Arts Council.

23. The applications awarded an average of at least 55 points based on expert evaluation (the maximum score is 100) shall be submitted to the Culture and Arts Council for consideration within the shortest time possible.

**CHAPTER V**

**AWARD AND PAYMENT OF SCHOLARSHIPS**

24. Having considered the consolidated conclusions of the experts, the Culture and Arts Council shall, within the shortest possible time, provide reasonable recommendations to the Director of the Municipality Administration regarding the award of scholarships.

25. The Director of the Municipality Administration shall sign an agreement of the prescribed form with a creator of culture or art within twenty working days of the day when the recipient of the scholarship submits, in writing or by e-mail, to the Culture Department of the Municipality Administration the data necessary for signing the agreement but not later than by 1 September. Where any incorrect data are submitted, the term for signing the agreement shall be extended for as many days as it takes to rectify the data.

26. The same activity for which the scholarship has been awarded shall not be financed from the funds of Klaipėda City Municipality allocated for the financing of culture and art projects.

27. An individual and foreign artist’s scholarship shall be paid monthly to the bank account specified by the scholarship recipient. An educational scholarship shall be paid, as a lump sum, to the bank account specified by the scholarship recipient.

28. The Municipality Administration shall publish information on the award of scholarships on the municipality website: www.klaipeda.lt.

29. Payment of scholarships shall be terminated in the following cases:

29.1. In the event of death of a scholarship recipient;

29.2. A scholarship recipient refuses the scholarship in writing;

29.3. A scholarship recipient submits incorrect (counterfeit) documents when applying for a scholarship;

29.4. A scholarship recipient does not carry out the activity for which a scholarship is intended.

**CHAPTER VI**

**SCHOLARSHIP-RELATED ACCOUNTABILITY**

30. Submitting reports:

30.1. No later than within thirty calendar days after the expiration of the scholarship payment term, the recipient of the scholarship shall submit a report on the activities in the form established by the Director of the Municipality Administration (hereinafter ‘the report’) to the Municipality Administration.

30.2. Where an activity continues beyond a single year (including the period from the signature of the agreement to 31 December), the recipient of the scholarship shall submit an interim report to the Municipality Administration by 31 January each year. Where the interim report is not submitted in due time, the Municipality Administration shall suspend the further payment of the scholarship until the submission of the interim report.

31. The report shall be sent to the Municipality Administration by post (the date specified in the postmark shall be valid) or delivered in person to the Culture Department or Customer Service Department via the E-delivery system and by e-mail (confirmed by electronic signature or signed and scanned).

32. The Municipality Administration shall submit the final reports to the Culture and Arts Council for familiarisation. The Culture and Arts Council, having decided that the scholarship recipient has not implemented the activities envisaged in the application, shall submit recommendations to the Director of the Municipality Administration concerning the application of the sanctions provided for in Item 33 below.

33. The recipient of the scholarship who fails to submit the final report in due time and/or implement the activities provided for in the application shall lose the right to apply for a scholarship within a 5-year period.

34. The applications and reports, as well as their registers in the form established by the Municipality Administration, shall be retained by the Municipality Administration for a 3-year period.

35. Control over the implementation of the Regulations shall be entrusted to the Director of the Municipality Administration.

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