

/Coat of Arms of Klaipėda/

KLAIPĖDA CITY MUNICIPALITY COUNCIL

DECISION

REGARDING AMENDMENT

TO DECISION No. T2-247 OF KLAIPĖDA CITY MUNICIPALITY COUNCIL OF 29 NOVEMBER 2018 'ON THE APPROVAL OF THE RULES FOR THE AWARD OF KLAIPĖDA CITY MUNICIPALITY SCHOLARSHIPS TO CULTURE AND ART CREATORS'

25 July 2024 No. _
Klaipėda

Pursuant to Article 6 (13) of the Law on Local Self-Government of the Republic of Lithuania, the Municipality Council of the City of Klaipėda decides the following:

1. To amend the Rules for the Award of Klaipėda City Municipality Scholarships to Culture and Art Creators approved by Decision No. T2-247 'On the Approval of the Rules for the Award of Klaipėda City Municipality Scholarships to Culture and Art Creators' of 29 November 2018 of Klaipėda City Municipality Council, issuing a new wording of the said Rules (attached hereto).
2. To determine that the provisions of the description of the procedure in force at the time of the conclusion of the agreements shall apply to the agreements concerning Klaipėda City Municipality scholarships for culture and art creators concluded before the entry into force of the present decision.
3. To publish this decision in the Register of Legal Acts and on the website of Klaipėda City Municipality.

Arvydas Vaitkus

Municipality Mayor

RULES FOR THE AWARD OF KLAIPĖDA CITY MUNICIPALITY SCHOLARSHIPS TO CULTURE AND ART CREATORS

CHAPTER 1 GENERAL PROVISIONS

1. The Rules for the Award of Klaipėda City Municipality Scholarships to Culture and Art Creators (hereinafter referred to as ‘the Rules’) determine the types, amount and payment period of Klaipėda City Municipality scholarships for culture and art creators (hereinafter referred to as ‘the scholarships’) and the procedure for submission and evaluation of applications, award and payment of the scholarships, and performance of scholarships-related accounting.
2. Scholarships shall be paid from the budget allocations of Klaipėda City Municipality.
3. The following culture and art creators of full age are entitled to receive 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 their dissemination;
 - 3.2. Citizens of the European Union States or third countries if the object of their activity is art or culture and their dissemination and if they purposefully come to Klaipėda to create upon invitation of cultural organisations registered in Lithuania.
4. The Culture and Art Policy Formation Working Group (hereinafter referred to as ‘the CAPF Working Group’) is a public advisory institution that provides proposals, recommendations and conclusions on matters of culture and art policy formation and implementation in Klaipėda to the Mayor and Administration of Klaipėda City Municipality (hereinafter referred to as ‘the Municipality’).
5. The Culture and Art Projects Evaluation Commission (hereinafter referred to as ‘the Evaluation Commission’) is composed of at least seven persons appointed by the Decree of the Mayor of the Municipality. The Evaluation Commission evaluates and submits conclusions to the CAPF Working Group formed by the Decree of the Mayor of the Municipality regarding the projects and scholarship applications (hereinafter referred to as ‘the application’) submitted to them in accordance with the procedure established by the Work Regulations of the Culture and Art Projects Evaluation Commission (hereinafter referred to as ‘the Regulations’).

CHAPTER 2 TYPES, AMOUNT AND PERIOD OF PAYMENT OF SCHOLARSHIPS

6. Types of the scholarships:
 - 6.1. An individual scholarship awarded to promote the creative expression of culture and art creators;
 - 6.2. An educational scholarship awarded to improve the professional excellence and/or strengthen the competences of culture and art creators;
 - 6.3. A foreign artist scholarship awarded to promote the creative expression of foreign culture and art creators in Klaipėda.
7. Amounts of the scholarships:
 - 7.1. The individual scholarship: EUR 800 per month;
 - 7.2. The educational scholarship: up to EUR 3,000 (the specific amount is allocated taking into account the need indicated in the application and the submitted documents);
 - 7.3. The foreign artist scholarship: EUR 800 per month.
8. Scholarship payment periods:
 - 8.1. The individual scholarship: 6 to 24 months;
 - 8.2. The educational scholarship is awarded for activities carried out for up to 3 months;
 - 8.3. The foreign artist scholarship: 3 to 6 months.
9. Up to 15 individual and educational scholarships and up to 10 foreign artist scholarships are awarded per year.

10. If any scholarships for foreign artists from the amount indicated in clause 9 above remain unused, such unused funds are allocated for the award of the individual scholarships.

CHAPTER 3 SUBMISSION OF THE APPLICATIONS

11. The applications, in the form established by the Klaipėda City Municipality, for the award of the scholarships submitted by culture and art creators (hereinafter referred to as 'the applications') are accepted when the relevant invitation is published on the website of the Klaipėda City Municipality (www.klaipeda.lt) and using other information dissemination tools.

12. The publication shall contain the following information:

12.1. Deadline for submitting the applications, which is 20 business days. Other deadlines for accepting applications may be established by the decree of the Mayor;

12.2. Method of submission of the applications;

12.3. Name, surname, telephone number, and e-mail address of the civil servant in charge of the invitation; and

12.4. Other necessary information.

13. The invitation to submit applications for scholarships is published:

13.1. When the payment of previously awarded scholarships ends in the first half of the following year: by 1 December of the current year. The term for accepting applications is 20 business days;

13.2. When the payment of previously awarded scholarships ends in the second half of the current year: the term for accepting applications is published no later than up to the end of the current year.

14. The invitation shall contain the following information:

14.1. The term for accepting the applications;

14.2. The name, surname, telephone number and e-mail address of the civil servant in charge of the invitation;

14.3. The application form, attachments and application submission methods;

14.4. Other necessary information.

15. The applications should be submitted to the Municipality Administration using one of the following methods by the deadline specified in the invitation:

15.1. Using the E. Delivery (*E. pristatymas*) system, the national system for delivery of electronic messages and electronic documents to individuals and legal entities (hereinafter referred to as 'E. Delivery System'). The application has to be signed by the applicant's manager or the person authorised by the latter;

15.2. By ordering electronic service on the website of the Municipality at www.klaipeda.lt;

15.3. Using other methods specified in the publication;

15.4. Applications submitted at addresses and using methods other than those specified in the publication or submitted after the deadline set in the invitation will not be accepted or evaluated.

16. A creator of culture and art applying for a scholarship may submit only one application for one type of scholarship.

17. Along with the application, mandatory attachments specified therein shall be submitted. When submitting an application for an educational scholarship, it is mandatory to submit additionally documents confirming the invitation and explaining the conditions for improving professional excellence or strengthening competences.

18. The following persons are not eligible to apply for and receive a scholarship;

18.1. Members of the commission evaluating the applications.

18.2. Members of the CAPF Working Group;

18.3. Culture and art creators working in national, state and municipal budgetary institutions for activities specified in their employment contracts, job descriptions;

18.4. Culture and art creators who have not submitted reports to the Municipal Administration in accordance with Clause 35 of the Rules concerning the scholarships previously received from the Municipal Administration;

18.5. Culture and art creators studying in higher education institutions for activities that are part of their study programmes;

18.6. Culture and art creators who have already received funding from financial sources of states or municipalities (of the Republic of Lithuania, other European Union States or third countries) for the activities specified in the application;

18.7. Culture and art creators if, at the time of the published term for accepting applications for the scholarship competition, less than one year has passed from the end of the scholarship payment agreement previously awarded to the creator of culture and art by the Municipal Administration.

CHAPTER 4 EVALUATION OF THE APPLICATIONS

19. The Municipal Administration evaluates the administrative conformity of applications no later than within 20 business days of the last day of the term for accepting the applications. When assessing the administrative conformity of applications, the submitted applications are registered with the *Avilys* document management system to determine whether the application was submitted in compliance with the administrative requirements set out in the Rules and the invitation. Upon detecting any deficiencies during the administrative conformity assessment, the relevant civil servant shall inform the applicant accordingly via the e-mail address of the scholarship provider specified in the application, setting a deadline of no less than 5 business days for the one-time elimination of deficiencies. If there is no response, it shall be considered that the scholarship provider has not removed the deficiencies, and the relevant application will not be evaluated.

20. Applications that do not meet the administrative conformity requirements are not submitted to the Evaluation Commission.

21. The work of the Evaluation Commission and the application evaluation procedure are organised in accordance with the Work Regulations of the Evaluation Commission approved by the decree of the Mayor of the Municipality.

22. One application shall be evaluated by at least three members of the Evaluation Commission.

23. Application, assessment and report forms are approved by order of the Director of the Municipal Administration.

24. Applications are evaluated based on the following criteria

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

24.2. The outcome and expected dissemination resulting from the activity for the performance of which the scholarship is requested (1-15 points);

24.3. The results of previous activities of the culture and art creator (if the culture and art creator was awarded the Municipal Administration scholarship, the results of that scholarship-related activities shall also be analysed) (1-15 points);

24.4. The relevance and importance of the culture and art creator's activities for a specific area of culture and art (1-20 points);

24.5. The relevance to the city of Klaipėda of the activity for the performance of which the scholarship is requested (1-20 points);

24.6. The provider of the activity for the performance of which the scholarship is requested is a young culture and art creator (up to 35 years old) (5 points are awarded to the applications that meet this criterion);

24.7. The provider of the activity for the performance of which the scholarship is requested has not been awarded a scholarship according to the Rules (5 points are awarded to the applications that meet this criterion).

25. The members of the Evaluation Commission recommend the CAPF Working Group to determine the specific duration of payment of a scholarship to the culture and art creator taking into account the scope of the activity specified in the application. The term of the scholarship and the persons to be allocated the scholarship shall be approved by the Mayor of the Municipality in view of the recommendations submitted by the CAPF Working Group. Taking into account the conclusions of the Evaluation Commission, the CAPF Working Group makes recommendations to the Mayor of the Municipality regarding the specific number of educational and individual scholarships to be awarded.

26. Applications that are assigned an average of at least 55 points by the members of the Evaluation Commission (maximum number of points: 100 points) are submitted for consideration to the CAPF Working Group within the shortest possible time.

CHAPTER 5 AWARD AND PAYMENT OF SCHOLARSHIPS

27. After considering the consolidated conclusions of the Evaluation Commission, the CAPF Working Group within 20 business days provides reasonable recommendations to the Mayor of the Municipality regarding the award of scholarships.

28. The Head of the Culture Department signs the agreement in the established form with the culture and art creator within 20 business days of the day when the scholarship recipient sends the Culture Department the data necessary for the conclusion of the agreement in writing or via e-mail. Where the art creator fails to submit the necessary documents for signing the agreement up to the time when 15 business days remain before making the payment order for the first month of the individual scholarship, signing the agreement will be no longer possible. The information about the termination of the agreement to be signed shall be provided to the relevant art creator by the Chief Specialist of the Culture Department no later than within 5 business days of the date of the adoption of the decision. In such a case, the scholarship shall be awarded to another art creator whose application in the summary of evaluations comes first based on the number of assigned points among the applications not financed within the limit of the funds.

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

30. Individual and foreign artist scholarships shall be paid on the monthly basis to the bank account indicated by the recipient of the scholarship. The educational scholarship shall be paid as a lump-sum payment to the bank account specified by the scholarship recipient.

31. The Municipality Administration publishes information about the awarding of scholarships on the website of the Municipality at www.klaipeda.lt.

32. Payment of a scholarship is terminated in the following cases:

32.1. The recipient of a scholarship dies;

32.2. The recipient of a scholarship refuses the scholarship in writing;

32.3. The recipient of a scholarship submits incorrect (forged) documents to receive the scholarship; and

32.4. The recipient of a scholarship fails to carry out the activities for the performance of which the scholarship is awarded.

CHAPTER 6 ACCOUNTING FOR SCHOLARSHIPS

33. Submission of reports:

33.1. After the expiry of a scholarship payment period, the recipient of the scholarship shall submit an activity report to the Municipality Administration in the form established by the Director of the Municipality Administration (hereinafter referred to as 'the report');

33.2. Where the activity extends for a period exceeding one year (including the period from the signing of the agreement up to 31 December), the recipient of a scholarship shall submit an interim report to the Municipality Administration by 31 January annually. If the interim report is not submitted in due time, the Municipality Administration will suspend further payment of the scholarship until the interim report is submitted.

34. The report (verified with an electronic signature or signed and scanned) shall be sent to the Culture Department via E. Delivery System or by ordering electronic service on the website of the Municipality at www.klaipeda.lt.

35. Where the Culture Department decides that the recipient of the scholarship has not implemented the activities provided for in the application, the Culture Department shall provide recommendations to the Mayor of the Municipality to apply the sanctions provided for in Clause 36 below.

36. A scholarship recipient who fails to submit the final report on time and/or fails to implement the activities provided for in the application loses the right to apply for a scholarship for 5 years.

37. Applications, reports and their registers in the form established by the Municipality Administration shall be safe-kept with the Municipality Administration for 3 years.

38. The control over the fulfilment of the requirements of the Rules is entrusted to the Mayor of the Municipality.

CHAPTER 7 PROVISION OF INFORMATION AND PROTECTION OF DATA

39. Applicants and recipients of scholarships are not provided with individual expert evaluations, however, upon their written request, the Municipality Administration provides the consolidated evaluation of the Commission and/or the protocol of the Working Group.

40. The Culture Department may provide applications for scholarships and scholarship reports to third parties only with the consent of the applicants and scholarship recipients.

41. The Municipality Administration may provide information to individuals in accordance with the procedure established by the Law of the Republic of Lithuania on the Right to Obtain Information from State and Municipal Institutions and Agencies.

42. Decisions of the Mayor of the Municipality may be appealed against in accordance with the procedure and terms established by the laws of the Republic of Lithuania.

43. The personal data contained in the applications and the documents submitted (name, surname, residential address, e-mail address, telephone number and other contact data) are processed by the Culture Department, as a data controller, for the following purposes: awarding scholarships and other financial support to culture and art creators; obtaining the conclusions of the Evaluation Commission that are necessary for the decisions of the Mayor of the Municipality; organising and coordinating culture- and art-related research; monitoring ongoing culture and art projects; and carrying out document management. Personal data are processed for the purpose of public interest and in compliance with the requirements of legal acts applicable to the Council, following Article 6 (1) (c), (e) of the 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 8 FINAL PROVISIONS

44. Documents for the administration of scholarships for culture and art creators and personal data of applicants and recipients of scholarships are safekept with the Culture Department within the storage periods stipulated by the documentation plan and the Description of the Procedure for Personal Data Processing at Klaipėda City Municipality.

45. Decisions of the Mayor of Klaipėda City Municipality may be appealed against in line with the procedure and terms established by the Law on Public Administration of the Republic of Lithuania.

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