

ArtCamp Andorra “Colours for the Planet”

To enrich and assist in developing the projects that are promoted through *ArtCamp Andorra “Colours for the Planet”*, the Government of Andorra can now award a grant of up to €3,000 for an art project presented at the 2021 *ArtCamp Andorra*. The project should be cultural, social or promote the Agenda 2030 Sustainable Development Goals and must showcase UNESCO values and sustainable development.

A. Project criteria:

1. General criteria:

To benefit from co-financing, the presented project must meet the following criteria:

- a. Efficacy: measuring the effect of the results of an activity on a beneficiary population and over a specific period of time, without considering the costs involved.
- b. Efficiency: measuring the level of achievement of results in relation to resources used, i.e. it seeks the best balance between resources and results.
- c. Relevance: measuring how far the development goals of an intervention meet the beneficiaries' needs, the country's requirements, global priorities, UNESCO values and Sustainable Development Goals.
- d. Durability: the continued benefit of an intervention once it has ended. Where the benefits obtained are likely to endure in the long term.
- e. Viability: the potential for an intervention to be carried out.

2. Special criteria:

- a. The project can be annual or multiannual.
- b. The project must be properly identified and planned. It must define a specific goal or goals, results and planned activities, in concrete terms. It must include a budget and a concrete, coherent and properly-justified schedule. The Ministry of Foreign Affairs may support and advise the artists during *ArtCamp Andorra “Colours for the Planet”*, to complete the various documents required to achieve the project.
- c. The grants are for newly-created projects or a project in progress. Projects that have already ended will not be financed.

- d. The maximum amount that can be requested is €3,000.
- e. Administrative costs and project management must not exceed 15% of the total grant. Wages will be considered an administrative cost except where preparation of a professional activity is fundamental to the project (for example, teachers in training projects).

Whatever the figure in the grant application, the Government may ask for any supplementary documents it considers appropriate to find out more about the project or programme.

B. Confidentiality clause

Under Law 15/2003, of 18 December, on personal data protection (LQPD), the Ministry of Foreign Affairs informs you that any personal data provided in the application forms of this Master Plan will be entered into the database “Foreign Dossiers” of the above-mentioned Ministry. This database is used to record and manage correspondence sent to the Ministry of Foreign Affairs.

The data controller is the Ministry of Foreign Affairs. The address for exercising the rights to access, rectify, erase and object is the Ministry of Foreign Affairs, C/ Prat de la Creu, 62-64, AD500 Andorra la Vella.

The Ministry of Finance is the public body with which data may be shared in order to manage the dossier. No international data exchanges are planned, and appropriate technical and organisational measures will be taken to protect confidentiality and security, according to article 12 of the LQPD.

C. Scale

To guarantee impartiality and define the procedure for the awarding of grants by the Government for international cooperation for sustainable development, an assessment guide of special criteria has been created, based on a scale. The grant cannot be more than €3,000.

If the grant is allocated to an Andorran artist, the amount of other potential grants allocated by other ministries will be taken into account.

D. Assessment of presented projects and proposal for awarding the grant

A technical assessment committee analyses whether the projects meet the established criteria, carries out an ex ante evaluation and draws up the report on the grant application. The committee consists of:

- The Director of the Department of Multilateral Affairs and Cooperation

- An official from the Department of Multilateral Affairs and Cooperation
- The Secretary-General of the CNAU
- A member of the General Assembly of the CNAU
- And, if necessary, a specialist officer from any other Government department.

The assessment includes an interview with the artist in charge of the project, to answer any queries and for the artist to present the project to the assessment team.

The committee presents the proposed decision for awarding the grant to the Ministry of Foreign Affairs which evaluates it and then submits it to the Council of Ministers for final approval.

E. Resolution

The Government approves the awarding of the project grant, as proposed by the Ministry of Foreign Affairs. The awarding of the grant is communicated to the beneficiaries through a written resolution. The grants that are awarded are published in the Official Gazette (BOPA).

Once the applications have been assessed, the Ministry of Foreign Affairs informs any entities whose projects have been rejected, in writing, and grants them ten calendar days from the date of notification to lodge an appeal, according to the Regulations on the procedure for the awarding and control of grants and public transfers.

Once the grant has been published in the BOPA, all the artists can consult the assessment team to find out the details of their assessment.

F. The beneficiary's obligations

1. Regarding the project:

- a. The beneficiary must automatically report any incident that occurs within the context of the follow-up to the project and awarded grant. The beneficiary must inform the Ministry of Foreign Affairs and the CNAU so that appropriate measures can be taken.
- b. The beneficiary must automatically report any change that occurs within the project, especially if the change affects the budget, the activities and/or the schedule delivered with the application. In this case, the beneficiary must inform the Ministry of Foreign Affairs and the CNAU so that appropriate measures can be taken.

If the above changes are not reported or not accepted, they may be considered a failure by the beneficiary to fulfil his/her obligations, who may be required to return all or part of the grant to the Ministry of Foreign Affairs.

2. Regarding the image of the Government of Andorra:

Any project that receives Government finance must consider the image of the Government of Andorra during meetings, in the preparation of information bulletins, in press conferences, presentations, invitations, signs, commemorative plaques and any other element used by the subsidised project to highlight the participation of the Principality of Andorra.

In this regard, the artist must include the image of the Government of Andorra in all acts and communications carried out inside and outside the Principality that are related to the subsidised project.

It is essential that artists using the Government of Andorra's logo receive approval from the Ministry of Foreign Affairs as to its proper use. For this purpose, mock-ups must be sent to the Ministry of Foreign Affairs before printing or publication.

G. Payment

Payment of the awarded grant will be made by the Ministry of Foreign Affairs once the award decision has been published in the Official Gazette (BOPA). The Ministry of Foreign Affairs can make the payment in instalments, if necessary, to ensure the project proceeds smoothly.

H. Follow-up and evaluation

The CNAU and the Ministry of Foreign Affairs will carry out the follow-up, monitoring and final evaluation of the project receiving the grant, to assess the quality of the activities and confirm that the amounts received are used according to the agreed objective.

- **A final report** must be submitted within one year after the date indicated in the project launch declaration. This report must be submitted to the CNAU and can be sent electronically.
- **A financial report of the expenses** including the final executed budget and proof in the form of a list of all invoices and a copy of all the accounting documents proving the expenses related to the grant.

The financial report must include all documentation proving expenses, photocopies of invoices from businesses that have carried out actions related to the subsidised activities, or receipts that clearly indicate the name of the receiving person, the purpose and the name of the project subsidised by the Government

of Andorra. In any case, the invoices and receipts must be in the name of the subsidised artist and never another person or entity. Accepted documents can be in Catalan, French, Spanish, English or Portuguese. Documents issued in other languages must have an adjoined translation in one of the above-mentioned languages.

GUIDE FOR PRESENTING A GRANT APPLICATION FOR AN ARTCAMP ANDORRA PROJECT
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1. PRESENTATION OF THE ARTIST

1.1. DETAILS OF THE ARTIST OR THEIR ENTITY

Name, surname and role in the entity, contact telephone number and email address.

2. PRESENTATION OF THE PROJECT

2.1. PROJECT IDENTIFICATION (complete name by which it is identified and brief project summary)

2.2. PROJECT OBJECTIVE

2.3. PLANNED ACTIVITIES

2.4. EXPECTED RESULTS

3. REGARDING THE VALUES OF UNESCO OR THE AGENDA 2030

4. IDENTIFICATION OF THE ACTORS CONNECTED TO THE PROJECT

4.1. Number of beneficiaries (number of people you wish to reach through raising awareness)

4.2. Other actors connected to the project (businesses, associations, institutions collaborating with the project in one way or another)

4.3. Involvement of specialists in the project activity and/or volunteers

5. FINANCE

Global budget for the project, detailing all expenses (unit cost and total cost). Expenses that will be financed by the grant requested from the Government must

be detailed. Any monetary contributions and own cash contributions and other finance must be included.

6. SCHEDULE

Detailed description of the schedule for each project activity. We recommend presenting the information as a work plan.

7. PROJECT DISSEMINATION CONDITIONS

The Government of Andorra will assess the activities for disseminating the project. Any planned dissemination of the project should be mentioned (appearances in the media, publication online and in social networks, production of leaflets and other types of communication, etc.).

GUIDE FOR PREPARING THE FINAL REPORT OF THE PROJECT

1. PRESENTATION OF THE PROJECT

1.1. **PROJECT NAME** (complete name by which it is identified)

2. COMPARISON BETWEEN INITIALLY-EXPECTED RESULTS AND ACTUAL RESULTS OBTAINED

2.1. DETAILS OF PROJECT EXECUTION

- Brief description of original project.
- Brief description of the executed project, explaining any modifications made to the original project.
- Brief description of follow-up and evaluation actions carried out.

2.2. OBJECTIVES, RESULTS AND PROPOSED ACTIVITIES AND DEGREE OF ACHIEVEMENT

Summary of the main objective and secondary objectives. Explanations about the degree of achievement.

List of planned activities at the project planning stage, specifying whether the activity has been wholly or partially achieved, not finished or abandoned.

Other evaluations:

- On the involvement of beneficiaries, of the local counterpart.

- On participation and the work carried out by volunteers.
- Other comments.

3. FINAL SCHEDULE FOR PERFORMANCE OF THE ACTIVITIES

Add the final schedule or work plan for performance of the activities.

4. PROJECT DISSEMINATION CONDITIONS

Give a description of the planned dissemination activities (press releases, written press, radio press, audiovisual press, website, leisure and social activities, etc.)

5. DATA RELATING TO REPORT PREPARATION

- Details of person preparing the report.
- Report date.

6. BUDGET EXECUTION AND FINANCIAL REPORT

- Breakdown of income and expenses relating to the programme or project (executed budget).

Financial report with list of expenses and original copies of the invoices from businesses that have carried out actions related to the subsidised activities, or receipts that clearly indicate the name of the receiving person, the purpose and the name of the project subsidised by the Government of Andorra. In any case, the invoices and receipts must be in the name of the subsidised artist and never another person or entity.

Template:

Invoice number	Purpose	Total