



# Convocatoria de Estímulos 2015

 MINCULTURA

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NUEVO PAÍS**  
PAZ EQUIDAD EDUCACIÓN

## General Participation Requirements for the 2015 Incentive Call

The following requirements shall apply to all calls contained herein. In addition to the general conditions set forth below, applicants shall carefully review the specific terms of participation for the call of their interest, such as: eligible for participation, documents for the jury and assessment criteria. ***Methods for granted incentives are as follows:***

\* **Scholarships.** Scholarships aim to increase opportunities for training, creation, research and circulation, through the development of artistic and cultural projects. Scholarships shall be granted for the development or completion of a particular project.

\* **Internships.** Internships aim to complement processes for providing training or receiving training. The above-mentioned processes shall be implemented in a department (geographical and political subdivision) other than that wherein the applicant resides.

\* **National Awards.** Awards recognize the work and processes of creators, researchers and cultural managers whose work has enriched our country's cultural heritage. Awards are granted to works, projects or processes that have already been completed or implemented.

\* **Artistic Residence programs.** This method provides support to the development of creative projects and artistic explorations in a place other than that wherein the applicant resides, be it Colombia or abroad.

Support the development of innovative projects or artistic explorations in a different place from the one in which the artist resides, whether it is in Colombia or in another country.

***Calls are organized by the following lines of action:***

\* **Training.** Recognize practices, traditions and empirical, academic and scientific knowledge as being quintessential for generation of knowledge and cultural development.

\* **Research.** To promote, encourage and support cultural research processes which favors systematization of experiences, knowledge and practices that disseminate cultural and artistic activity, as well as its contribution to the country.

\* **Creation.** Individual or collective action that allows people to innovate and recreate culture, thereby adapt to new situations of the reality.

\* **Circulation.** Democratization and increase in supply of quality cultural goods and services, thus creating incentives for exchange and access thereto.

### **Able to participate**

- \* Colombian citizens eighteen years old (18) or above.
- \* Foreign nationals that are eighteen years old (18) or above that prove continuous residence in Colombia for over the last five (5) years. Applicants in this category shall present their Foreign ID Card or Resident Visa.
- \* Winners of previous versions of calls opened by the National Incentives Program (hereinafter PNE from its original Spanish language initials - Programa Nacional de Estímulos).
- \* Tutors of incentive call winners.
- \* Jury members of incentive calls, provided they participate in a call other than that wherein they have been selected as a juror.

**Note:** Each participant - whether it be an natural person, a member of an incorporated group or a legal entity, shall submit one (1) work or one (1) project for each of the calls to the term of the PNE 2015; each participant shall in all cases be a beneficiary of one (1) incentive<sup>1</sup>.

**Case 1:** If the results of the calls in which the applicant has participated are published simultaneously, and the above – mentioned participant is designated as the winner in more than one call, he / she shall communicate it in writing within a maximum period of three (3) business days which incentive will accept. In the event that the Ministry of Culture does not receive such notice within the allotted timeframe, the Ministry of Culture shall grant the incentive by sequence as issued by the administrative act wherein winners are designated.

**Case 2:** When the publication of results is not simultaneous, the Ministry of Culture shall grant the incentive to the first project or work where the participant has been designated as the winner.

**Case 3:** When the publication of the results is not simultaneous and the participant entered the call under a pseudonym, and the latter is declared the winner of any other call, the Ministry of Culture shall verify disqualifications and shall proceed to grant the incentive to the alternate winner in the order established.

### **Ineligible for participation**

- \* Colombian or foreign individuals under eighteen (18) years of age.
- \* Public officials working for the Ministry of Culture, as well as its associate entities and special administrative divisions.
- \* Natural persons working with the Ministry of Culture under a service provision contract, its associated entities and special administrative divisions.
- \* Any individuals who may have played a part – whether in a direct or indirect fashion - in the preparation and drafting of the terms, requirements and conditions of the Ministry of Culture's 2015 Call for Incentives.

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<sup>1</sup> The only exception provided thereon corresponds to circulation calls (i. e. those referred to on pages 51, 136, 180, 213, 255, 259, 346, 350, 353 and 551). Therefore, one participant may be the beneficiary of two (2) incentives when one of them corresponds to a circulation call. However, said participant shall not be the winner of two (2) circulation calls.

\* Any individuals with kinship to the second degree of blood relation, second degree of affinity, first civil relation, permanent spouses of public officials or contractors of the Ministry of Culture, as well as its associated entities and special administrative divisions.

\* Incentive call jurors shall not participate in the same call that they are assessing, neither as natural person nor as members of a legal person or incorporated group.

\* Winners or jurors of previous year who have been deemed non – compliant with their commitments to the Ministry of Culture.

\* Public entities whose municipal or departmental Council of Culture fails to prove that they held at least two (2) meetings in the year 2014.

\* Public entities which failed to comply with the National Music for Coexistence Plan (Plan Nacional de la Música Música para la Convivencia), National Dance Plan (Plan Nacional de Danza), National Literacy Plan (Plan Nacional de Lectura y Escritura), National Reading and Libraries Plan (Plan Nacional de Lectura y Bibliotecas), or the Public Entertainment Act (Ley de Espectáculos Públicos). Similarly, the prohibition shall be extended to non - compliance with any of the plans, programs or projects of the Ministry of Culture.

**Note:** The above limitations provided for participation shall be taken into consideration and shall apply for all stages of the call, including the time of delivery of the relevant incentive. In regards to legal entities or incorporated groups, existence of any disqualification or conflict in any of its members shall disqualify the entire entity or group.

### **Participation Process**

Following are the steps that must be considered in order to participate. Administrative documents are required for all calls; documents for the jury are specific to each call. These documents are to be attached alongside the proposal.

### **Required Documentation**

#### ***Administrative Documents***

#### **Step 1: Fill out the registration form**

Digitally: Participants can fill out the online registration form and attach the required paperwork, provided the specific call they wish to enter states this option:

**Digital registration:** Enabled

The registration form can be filled out online at the following link:

<http://convocatorias.mincultura.gov.co/inscripciones>

The online registration process will generate a unique identification number that will serve as a registration slip for further tracking. Successfully completing this online process shall indicate that the participant abides by the terms of participation in the relevant call.

**Note:** Receiving the unique identification number ensures that the registration form process was successful; therefore submission via certified mail is unnecessary.

*Physically:* The registration form must be completed and mailed, along with the required documentation whenever indicated by the specific call you wish to enter:

**Digital registration:** Disabled - You must mail your registration form

In this case the registration form can be downloaded from the following website:

[www.mincultura.gov.co](http://www.mincultura.gov.co)

On the following link: National Incentives Program (Programa Nacional de Estímulos), or you can find it in the Exhibits section of this call.

The Registration Form must be filled out legibly in print, and signed (by the proponent in the case of natural persons, and by the legal representative in the case of legal entities; in the case of incorporated groups, by all group members, including the representative).

**Note:** Because the registration form is an **unchangeable and irremediable** document, any interested party who were to alter it, fail to fill it out in its entirety, not sign or include the call they wish to enter, shall be automatically rejected.

## **Step 2: Attach the following documentation**

Applicants shall submit the following documents in accordance with the type of participant. Failure to submit any of the documents below shall be grounds for rejection.

If you completed the online registration form, you may also attach the documents listed below online - provided that the terms of the specific call you wish to enter allow so – at the following link: <http://convocatorias.mincultura.gov.co/registration>

### **Natural Persons**

1. Registration form filled out in its entirety and signed by the proponent - natural person - (see annex 1).
2. Readable copy of both sides of the proponent's I. D. card - natural person -. Note: This item shall apply in case the option is enabled in the call.

In the case of foreigners, their Foreign ID Card or Resident Visa shall be their valid I. D. documents.

## Legal Entities

1. Registration form filled out in its entirety and signed by the legal representative (see annex 2).
2. Readable copy of both sides of the legal representative's I. D. card. Note: If the call has this option enabled for foreigners, their Foreign ID Card or Resident Visa shall be their valid I. D. documents.
3. In the case of private entities: Certificate of Existence and Legal Representation as issued by the Chamber of Commerce or by the competent authority, issued after the first (1<sup>st</sup>) day of the month of January of the year 2015.
4. In the case of private entities<sup>2</sup>:
  - \* Swearing – in minutes of the company's legal representative.
  - \* Two (2) minutes of meetings of the Council of Culture of the respective department or municipality, as appropriate, in the year 2014. Public educational institutions are exonerated from this requirement.
5. For ethnic groups (indigenous people, African Colombians, "raizales", islanders, "palenqueros" and Rom)<sup>3</sup>:
  - \* Certificate of existence and legal representation of the organization or community as issued by the Ministry of Internal Affairs or competent authority, or a copy of the administrative act (INCODER Resolution, Resolution issued by the Ministry of Internal Affairs' Directorate of Ethnic Affairs, decree or agreement issued by the Secretary of Government of the corresponding department where the community is based), attesting to the existence and legal representation of the organization or community, or certificate of existence and legal representation of the organization or community as issued by the Town Hall.

## Incorporated groups (applies for two [2] or more people)

1. Registration form filled out in its entirety and signed by all members, including the group representative (see annex 3).
2. Readable copy of both sides of each group member's I. D. card. Note: If the call has this option enabled for foreigners, their Foreign ID Card or Resident Visa shall be their valid I. D. documents.
3. Table including information of every one of the group's members (see annex 4).

Participants who register as an incorporated group shall consider the following:

1. For purposes of this call, an incorporated group shall mean a temporary alliance of two (2) or more natural persons who decide to join in order to submit and implement a project, in accordance with the specific needs of the terms provided in each of the calls.

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<sup>2</sup> If the event that the participant does not submit the aforementioned documents, the PNE shall proceed in accordance with the provisions of the paragraph in Article 9 of Act 19 /2012.

<sup>3</sup> Ibid.

2. It will only be possible to modify up to twenty percent (20%) of the total number of members of the incorporated group which was approved by the jury, under the following situations:

\* Cases of Force Majeure or Acts of God accredited before the Ministry of Culture.

\* In the event that one of the members of the incorporated group is designated as the winner of a call as a natural person, said member may resign the group - with prior endorsement of all the members - by written notice to the National Incentives Program and subject to approval thereof. Once the resignation is accepted, the group shall replace the member with a person whose profile is of the same characteristics as that of the member who resigned.

\* In the event that it is intended to replace more than twenty percent (20%) of the total number of members of the incorporated group as approved by the jury, the Ministry of Culture shall proceed to appoint the alternate winner as applicable.

Note: The only valid ID for Colombian citizens shall be the yellow I. D. card with a hologram, in accordance with the provisions of Act 757 / 2002, 999 / 2005 and Decree 4969 / 2009. In the event that participants are lacking this document, they may submit a proof of pending document issued by the National Registrar's Office of the Civil State, which shall be presumed authentic.

### **Documents for the jury**

#### **Step 3: Attach specific documentation of each call for the jury**

Revise the specific conditions of each call in a thorough fashion; you will find therein the description of the documents which must be attached to the proposal for the jury. Failure to submit any of them shall be grounds for **rejection**. Documents sent to the jury after the closing date established for each call shall not be accepted. If you completed the online registration form and additionally attached the administrative documents in the application, you may attach documents for the jury, provided the terms of the specific call which you desire to enter allows this, at the following link: <http://convocatorias.mincultura.gov.co/registration>

The Ministry of Culture shall not be responsible for digital formats (CD, DVD, USB, inter alia.) which cannot be read by the jury at the time of evaluation; therefore, the participant shall ensure that the formats submitted are operational in different operating systems. The proposal shall be rejected in the event that none of the attached copies can be opened.

Only works or projects written in Spanish shall be accepted.

#### **Step 4: Work or project submission**

**If the online registration form was completed and the administrative documents in the application were also attached, mailing physical documentation is unnecessary.**

If you wish to place your application in person, you must submit a single package that contains administrative documents, plus four (4) identical copies of the documents to the jury (specific for each call). Participants who have the opportunity to submit their project digitally shall attach four (4) identical copies on CD or DVD, as long as the terms of the call allow you to do so. Only copies of works or projects shall be received; the Ministry of Culture shall not be responsible for originals. *These documents shall be sent with a copy.*

Only sealed envelopes shall be received. Proposals shall be submitted by registered mail or filed directly with the Correspondence Office of the Ministry of Culture (Calle 8 No 8 - 26, Bogotá, D. C.) at no later than 5 p.m. of the closing date established for each call. The postmark will be taken into account (it shall be verified in the proof of mailing that the proposal was submitted no later than the closing date of the call). **Any proposals which are not filed and received at the Correspondence Office of the Ministry of Culture shall be rejected.**

Envelopes shall be labeled as follows:

Ministerio de Cultura

Programa Nacional de Estímulos (Call you are applying to)

Calle 8 N° 8 - 26 Bogotá, D. C.





**Note:** The Ministry of Culture shall not accept any requests from participants to review proposals or projects in order to verify compliance with general or specific requirements for participation.

### **Pseudonym**

As defined by the Royal Academy of Spanish Language, a pseudonym is a “name used by an artist in their activities, instead of their own,” or regarding an author, “hiding their true name behind a false one.”

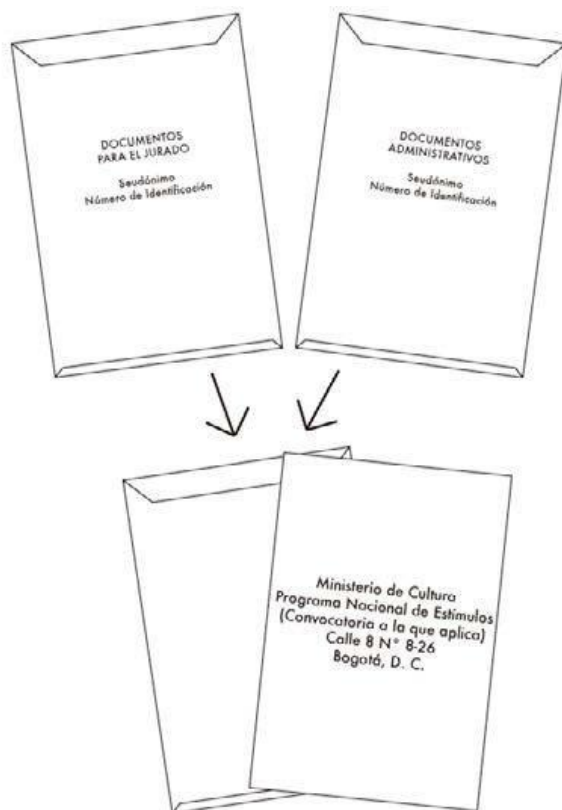
It is essential that the proponent review the specific conditions of the call wherein they will participate, in order to determine whether or not it is required to register pseudonymously.

If the call the participant wishes to enter requires the use of a pseudonym, each participant (whether it be a natural person, incorporated group or legal person) shall choose a pseudonym or nickname which will identify said proponent in the assessment process.

Accordingly, administrative documents shall be submitted in a sealed envelope and marked with the username and the identification number of the participant. The envelope shall be closed until such time as the jury has deliberated.



Documents for the jury shall be placed in a different envelope than that of administrative documents, and they shall also be labeled with the same pseudonym and not disclose the identity of the participant (s) anywhere, by doing so shall cause the project to be automatically rejected.



This image shows the way envelopes are to be differentiated as being for the Documents the Jury and Administrative Documents.

A committee will be formed in order to open the administrative envelopes and verify that proposals meet the requested documents. In case of proven absence of any documents regarded as irremediable, the proposal shall automatically be rejected and the administrative documents of the alternate winners submitted by jurors shall be opened. If the absent document is a remediable one, PNE shall request the participant to submit the missing document, which shall be sent within three (3) working days. Such information shall be recorded in minutes.

Pseudonym – type calls cannot register online. These proposals shall be received only by certified mail.

## **Selection and assessment process**

### **Verification of requirements**

The Ministry of Culture will verify that documents received meet the general and specific requirements for participation (administrative documents and documents for the Jury). Only compliant documents shall be sent to the jury for assessment. In the case of proposals submitted under pseudonym – type calls, the jury will receive documents which do not reveal their identity and which comply with the documents requested for the specific call.

In the event that a participant does not submit one of the administrative documents requested in addition to the registration form (irremediable document), PNE shall request an email delivery of the missing document (s) within three (3) business days. If said failure is not remedied within the term set forth, the jury shall proceed to reject the proposal. Contrariwise, documents submitted to the Jury will be checked for compliance with the eligibility requirements.

Participants may consult the status of their application twenty (20) business days after the closing date of the call, at the following website:

[www.mincultura.gov.co](http://www.mincultura.gov.co)

Under the following option: National Incentives Program, or the following link:

<http://convocatorias.mincultura.gov.co/resultados>

The statuses you will find are as follows:

- \* Verification: Your documentation is being revised.
- \* Study: Your documentation meets the requirements and progresses to assessment by the jury.
- \* Rejected: The proposal does not meet the requirements of the call.
- \* Remedy: The participant did not submit one of the requested administrative documents in addition to the registration form (irremediable document). PNE has required the participant by email to deliver the missing document (s) within three (3) business days.

Note: The Ministry of Culture reserves the right to make corrections - whenever necessary - regarding statuses or published grounds for rejection at any stage.

### **Grounds for rejection**

The National Incentives Program shall reject any proposals which fail to comply with the participation requirements contained herein, and without limitation in the following cases:

- \* The participant submitted two (2) proposals for the same call: both proposals shall be rejected. The prohibition extends to the submission of two (2) or more proposals to any of the cycles of the same call.

- \* The proposal has been filed at the Correspondence Division of the Ministry of Culture - or sent by certified mail - after the close date established for the call.
- \* The participant failed to attach the registration form, modified it or failed to fill it out in its entirety, did not sign it or did not specify which call the participant is applying to.
- \* The participant has submitted a proposal to a call which has not been opened, therefore the proposal cannot be processed.
- \* The proposal has been submitted by an underage participant.
- \* The type of participant offered does not correspond to the call the participant is applying to.
- \* The required participant profile is not suitable for the specific call.
- \* The proposal does not match the purpose of the specific call.
- \* The participant failed to submit one of the administrative documents after a request for remediation was submitted.
- \* The participant did not attach documents for the jury.
- \* Absence of one or more documents for the jury.
- \* The participant submits a proposal to an area for which no call has been opened.
- \* For the case of internships and artist – in – residence programs, the participant intends to perform their process in the same department wherein the participant resides.
- \* In pseudonym – type calls, the participant did not submit administrative documents in a sealed envelope marked ONLY with the pseudonym and identification number, or revealed their identity in one of the documents for the jury.
- \* For public entities, failure by the municipal or departmental Council of Culture to prove that they held at least two (2) meetings in 2013.

\* For public entities, failure to comply with the National Music for Coexistence Plan (Plan Nacional de la Música para la Convivencia), National Dance Plan (Plan Nacional de Danza), National Literacy Plan (Plan Nacional de Lectura y Escritura), National Reading and Libraries Plan (Plan Nacional de Lectura y Bibliotecas), or the Public Entertainment Act (Ley de Espectáculos Públicos). Similarly, the prohibition shall be extended to non-compliance with any of the plans, programs or projects of the Ministry of Culture.

### **Of the Jury**

The Ministry of Culture shall appoint expert judges as per an administrative act. Said jurors shall be responsible for conducting assessment of both the works and projects received. Factors such as level of education, background and suitability of the jury in their area shall be taken into account for selection.

### **Obligations of the Jury**

\* Carefully read the general and specific requirements of the call for participation whereof they are jurors, which will be delivered by the National Incentives Program.

\* Read and evaluate - prior to deliberation - works or projects within the call for which they were selected as jurors.

\* Take into account evaluation criteria established for each call for the assessment of works or projects.

\* Declare themselves disqualified to assess projects appertaining to friends and family. In the event that more than half of the jurors are declared disqualified for evaluating a proposal, the Ministry of Culture shall appoint ad hoc jurors as per an administrative act so as to evaluate any proposal (s) as applicable.

\* Observe complete impartiality and objectivity and act with full autonomy at all times.

\* Refrain from making use of the information accessed for any purpose other than evaluation, respecting participants' copyrights at all times.

\* Fill out and sign an assessment form for each work or project received, issuing a technical concept to express the juror's opinion. Forms completed and signed shall be submitted on the day of deliberation.

\* Preselect and bring to deliberation works or projects to be submitted to their peer reviewers.

\* Participate in the discussion on the date and time indicated by the National Incentives Program.

\* Prepare, justify and sign the winner announcement verdict minutes of the call the jurors assessed.

\* Regardless of whether or not jurors reside in the city of Bogotá, jurors shall return all the material received to the National Incentives Program, so that the latter can be returned to the respective participants upon request.

### **Deliberation and Ruling**

After reading and evaluating the works or projects assigned, each juror shall select the works or projects which in their opinion are worthy of being presented for deliberation with their peer reviewers. Winners shall be selected from the works or projects submitted for deliberation, as well as alternate winners and honorable mentions (acknowledgements by the jury which have no economic value) according to the case in each of the calls. If the jury designates alternate winners, it shall be understood that they may access the incentive provided winners are disqualified or resign the incentive<sup>4</sup>.

When the call includes auditions, a presentation or an in - person pitch (creative presentation) with shortlisted participants, the jury shall manifest in writing the pre - selection of projects which it considers likely to be deemed worthy of the incentive. If jurors do not agree on the shortlisted projects, a virtual meeting shall be held in order to reach agreement. For calls wherein it is necessary, additional documentation shall be required and it shall be submitted within a period not exceeding three (3) working days. Shortlisted participants shall be contacted by written communication days before the pitch. Shortlisted participants shall attend on the date, time and place established by the Ministry of Culture for the corresponding presentation.

The jury may issue recommendations to the winning works or projects which beneficiaries may abide by.

Deliberations of the jury shall be confidential. Should the jury decide unanimously that the quality of all works or projects evaluated is not worthy of being granted the incentive, the jury may issue a recommendation to the Ministry of Culture to declare a void area, category, or call, and the jury's decision shall be recorded in the minutes of the ruling. In this case, the Ministry of Culture shall make use of the resources.

The jury shall act with full autonomy and their decision shall be recorded in minutes.

Proposals submitted to the calls offered in partnership with institutions shall be evaluated by the latter, and the results shall be informed to the Ministry of Culture as per written communication. Institutions shall abide by the terms and conditions of this call.

Rulings shall in all cases be final, and they will be followed by the Ministry of Culture through an administrative act against which no government appeal shall proceed.

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<sup>4</sup>In the case of circulation grants, the incentive shall be granted to the alternate winner in the cases indicated above, provided the date of the event proposed to attend in the project approved by the jurors is still valid.

### **Verification of Disqualifications, incompatibilities or prohibitions**

Once the ruling minutes signed by the jury are published, the Ministry of Culture shall proceed to verify disqualifications, incompatibilities and prohibitions of winners and alternate winners.

Should grounds for removal of a winner be found, said winner shall be rejected and replaced by the alternate winner in the order established by the jurors.

### **Publication of results**

Results shall be posted on the Ministry of Culture website:

[www.mincultura.gov.co](http://www.mincultura.gov.co)

Under the following option: National Incentives Program, or at the following link:

<http://convocatorias.mincultura.gov.co/resultados>

You will find the following statuses:

- \* Winner: Your proposal has been assessed by the jury and it has been declared winner.
- \* Non – winner: Your proposal has been assessed by the jury and it has not been declared winner; therefore you are not eligible for the incentive.
- \* Alternate Winner: Your proposal has been evaluated by the jury and you will access the incentive provided the winners are disqualified or resign to accept.
- \* Honorable Mention: Recognition of the jury without any economic value.

### **Granting incentives**

Upon issuance of the administrative act which designates incentive winners, the Ministry of Culture shall communicate their decision by email to the winners. **Upon receipt of the communication, winners have five (5) business days to express their acceptance of the incentive in writing and submit the following documents to the National Incentive Program:**

**Note:** The following documents shall be submitted **only** by the winners. Formats shall be provided by the National Incentives Program upon submitting the notification.

Grants	Legal Person		
	Natural person		Incorporated Groups
Updated RUT (Single Tax Registration)	X	X	X
Signed letter of commitment	X	X	X
Bank certificate	X	X	X
Certification of active affiliation with a healthcare providing institution (in the case of incorporated groups for all members of the group)	X	X	X
Certification of payment of parafiscal contributions or exemption therefrom in accordance with the provisions of the Tax Statute (Estatuto Tributario)		X	X
Performance Security	X	X	X
Signed third party endorsement form	X	X	X
<b>Internships</b>			
Natural person			
RUT updated			X
Signed letter of commitment			X
Bank certificate			X
Certification of active membership in health (in the case of groups consisting of all members of the group)			X
Signed third party endorsement form			X
<b>Prizes</b>			
	Natural person	Legal entity	Incorporated Groups
Updated RUT (Single Tax Registration)	X	X	X
Signed letter of commitment	X	X	X
Bank certificate	X	X	X
Certification of active affiliation with a healthcare providing institution (in the case of incorporated groups for all members of the group)	X	X	X
Certification of payment of parafiscal contributions or exemption therefrom in accordance with the provisions of the Tax Statute (Estatuto Tributario)		X	
Signed third party endorsement form	X	X	X
<b>Artist – in – Residence Programs</b>			Natural person
Updated RUT (Single Tax Registration)			X
Signed letter of commitment			X
Bank certificate			X
Certification of active affiliation with a healthcare providing institution (in the case of incorporated groups, for all members of the group)			X
Performance Security			X
Signed third party endorsement form			X



## **Winner's Rights and Duties**

Participants who are deemed winners by the jury of the incentives offered on the various types of this call shall be subject to the general framework of rights and duties specified below.

### **Winner's Rights**

\* Winners shall be entitled to the economic rights of their works or projects under the incentive received. The Ministry of Culture encourages winners to register their work or project before the National Copyright Directorate (Dirección Nacional de Derecho de Autor)<sup>5</sup>.

\* Receive copy of the administrative act which certifies them as winners of the call.

\* Receive the incentive payment in the amounts and conditions indicated in each call.

\* In accordance with the provisions of paragraph 1), clause 3 of Article 5, Decree 1512 / 1985, "Whereby article 30 of Law 9 / 1983 is passed and regulations are issued regarding tax withholding," any payments corresponding to prizes in scientific, literary, journalistic, artistic or sports contests which are endorsed by the national government shall not be subject to withholding for other income, notwithstanding the fact that the taxpayer must report this income as taxable at the time of filing income and thereby settle windfall tax.

\* Any other rights which are indicated in the corresponding notice.

**Note:** The Ministry of Culture shall in no way be responsible for private mediations or negotiations entered by the winners with third parties with regard to the resources granted in the incentive.

### **Winner's Duties**

\* Perform projects within the term established and approved by the jurors.

\* Fill out, sign the letter of commitment and strictly comply with the provisions thereof and those included in the call.

\* Have their own resources to start developing their project on the date specified in accordance with the notice, considering that the first payment takes about one (1) month to process.

\* Allocate one hundred percent (100%) of the amount received for the implementation of the project or the work approved by the jury.

\* As for calls which require a tutor, if the tutor were to resign to their work, the winner shall send a written request to change the tutor, attaching the new resume and letter of acceptance of the prospect. The Ministry of Culture shall reserve the right to accept or deny said change.

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<sup>5</sup> Registration of works can be made online at the following address:  
[http://www.derechodeautor.gov.co/htm/registro/tutorial\\_os/marco\\_registro.htm](http://www.derechodeautor.gov.co/htm/registro/tutorial_os/marco_registro.htm)

- \* Comply with the recommendations made by the jury.
  
- \* Sharing lessons learned through socialization activities such as workshops, conferences, concerts, exhibitions and presentations, inter alia, according to the nature of their final work.
  
- \* Participate in the proposed socialization activities, should the Ministry of Culture so require.
  
- \* Submit forms with activities performed and the socialization survey (not applicable for prizes) along with the final report.
  
- \* Give due credit to the Ministry of Culture and its partner organizations (if applicable) on all activities undertaken or material published in relation to the incentive received. For publications or printed material, winners shall abide by the guidelines contained in the Image Manual of the Ministry of Culture and the National Government, and they shall also request approval by the Ministry of Culture before printing or disclosure thereof.
  
- \* Under no circumstances shall the incentive or performance of the project be assigned to third parties.
  
- \* Participate in the “Testimonios” (Testimonials), the Ministry of Culture’s success stories memoirs, which are published on the following website: [www.mincultura.gov.co](http://www.mincultura.gov.co)

Under the “National Incentives Program” option.

Winners shall submit one (1) written testimony in a maximum of two hundred (200) words in digital format, as well as pictures on the work performed, reflecting the benefits obtained through the incentive.

\* Authorize the Ministry of Culture to use information of the winning projects in building the Repository of Good Practices, prior purported concept. In the event that the winner is selected to be part of this experience, the latter shall submit the information requested by the National Incentives Program.

\* Other duties indicated in the corresponding call.

### **Returning copies of works or projects**

The National Incentives Program of the Ministry of Culture shall keep one (1) copy of the submitted work or project, for purposes of support in research, studies and diagnoses, as well as to establish the needs of the cultural sector and thus adjust future calls.

The remaining copies may be withdrawn by the participant or their deputy, by means of a written and signed authorization, during the month following the issuance of the administrative act whereby winners are designated.

Any copies of works or projects which are not claimed during the month following the issuance of the administrative act whereby winners of the call are designated shall be destroyed in accordance with the authorization given by the participants upon signing the registration form. The Ministry of Culture shall not be responsible for returning works or projects once the above terms have expired.

### **Special Considerations**

\* No extensions shall be authorized for the development of projects, except in cases of Force Majeure or Acts of God duly proven by the winner. Said situation shall be informed to the Ministry of Culture, who shall in turn endorse it expressly authorizing or denying the extension. Projects shall be performed within the terms established for each call from the issuance of the administrative act whereby winners are designated.

\* The participant shall be removed whenever it is found that the information contained in the documents which comprise the proposal is not accurate or does not correspond with reality, provided that the above inconsistency allowed to meet a participation requirement or improve the proposal for purposes of evaluation. Notwithstanding the above, the Ministry of Culture shall formulate a criminal complaint before the competent authorities, if the case so requires.

• Payment of incentives to the winners is subject to the following:

- Issuance of the administrative act whereby winners are designated.
- Full delivery by the winner of the documents requested by the National Incentives Program.
- Availability of resources in accordance with the Yearly Cash Plan – PAC (from its original Spanish language initials - Programa Annual de Caja) assigned to the Ministry of Culture.

\* In the case of winners who have received any amount for the corresponding incentive and cannot perform the project approved by the jury within the terms set forth for reasons of Force Majeure or Acts of God, not related to the Ministry of Culture, they shall resign to the incentive provided in writing and repay the resources to the National Treasury within thirty (30) days after acceptance of the resignation. Likewise, a copy of the bank payment to the PNE shall be submitted.

\* In the case of winners who cannot receive the appropriate incentive within the month following the issuance of the administrative act whereby winners are designated, for reasons of Force Majeure or Acts of God not related to the Ministry of Culture, the National Incentives Program shall unilaterally terminate the commitment by means of an administrative act and shall execute the corresponding resources.

\* If a winner fails to comply with the commitments on the dates and conditions of this notice, the Ministry of Culture shall submit a written administrative act requesting the reimbursement of all the resources to the National Treasury within thirty (30) days following the notification of said act, and a copy of the bank payment to the PNE shall be submitted. If the Ministry of Culture does not receive any reimbursement of the resources within the stipulated period, the Ministry of Culture shall exhaust the corresponding coercive administrative procedure.

\* In the case of calls which include delivery of the incentive in two (2) or more payments, disbursement of the last payment shall be subject to delivery of the final report with its Exhibits, within the maximum term laid down for each call. Therefore, if the Ministry of Culture does not receive the documents within the due dates, the latter shall not make the last payment.

## GRANTS FOR MASTERPIECES PUBLISHED BY COLOMBIAN AUTHORS ABROAD

\* Call for applications until 2015

<b>Grant competition opens</b>	February 2, 2015
<b>Closing Date:</b>	June 26, 2015
<b>Publication of results:</b>	August 28, 2015
<b>Action line</b>	Circulation
<b>Issue of Stimuli</b>	Two (2)
<b>Areas</b>	Literature (short story, poetry, novel, drama), narrative and essay, illustrated book.
<b>Amount</b>	Ten Million (\$10.000.000) Colombian pesos. This amount was for 2014. The amount for 2015 is not yet established.
<b>Length</b>	Until November 2015
<b>Contact</b>	becas@mincultura.gov.co
<b>Registration</b>	Must be in person. Digital Registration is not available.

### DESCRIPTION

Through this grant, the Ministry of Culture seeks to contribute to the dissemination, circulation and promotion of Colombian authors abroad, by supporting the translation of their works in non Spanish-speaking countries, in compliance with provisions of the General Culture Act, and the international cultural exchange policies as a means of qualifying national artists.

The original version of the work to be translated, must have first been published and distributed in Colombia.

### ELIGIBILITY

#### REQUIREMENTS

- Foreign publishers officially established as a legal entity, that publish works in other languages, than Spanish, who can prove at least one (1) year of incorporation and two (2) publications at time of project's submission to the Ministry of Culture.

**Individuals, Colombian legal entities and established groups are not eligible for the grant.**

### APPLICATION GUIDELINES

#### Required documents:

Please, refer to the general eligibility requirements 2015. (See pages 13-31).

**Note:** Documents certifying the existence and legal representation of the participating legal entity must be translated into Spanish and thus submitted.

- **For the jury:**

- One (1) copy of the book to translate.
- Four (4) identical copies of the project, bound separately (participants who have the means of submitting projects in a digital format, must attach four [4] identical copies on CD or DVD), including the following information:
  - Copy of passport or identity card of the publisher's legal representative.
  - Certificate of existence and company representation issued by the Colombian consulate in the publisher's country of origin.
  - Fill-out project description form (see Annex 1: Grant form for translating works of Colombian authors).
  - True copy of the assignment's agreement signed with the author (s) 19, literary or publishing agent that own copyrights, wherein the copyrights belonging to the applicant are made explicit for the work and its translation.
  - Copy of the contract between the translator and publisher. The contract must include a Spanish translation certified by the Colombian consular authority.
  - Published book-list by the applicant.
  - Resume of the author, translator and editor.

**Note:** Contracts of transfer of rights between the translator and the publisher must include a simple translation into Spanish, certified by the Colombian consular authority of the applicant's country of origin.

- Budget for the publication, including investment numbers regarding the:
  - Direction and coordination of the project.
  - Copyright (if it applies).
  - Communication and distribution plan.
  - Operational expenses.

**Note:** The budget must specify what is going to be financed by the scholarship and what will be paid by other institutions.

- Work schedule for the editing and publications process.
- Business plan for the publication, including number of copies, marketing plan, and expected results.

- An author is understood as all those who participated in the creation of the work: writer, illustrator, researcher, compiler, translator, or other.

### Assessment Criteria:

Criteria	Criteria specifications	Score
<b>Content</b>	Quality and relevance of the content submitted by the publisher publishing project's content and author to be translated.	50 points max
<b>Background</b>	Relevance of the applicant's certified experience in book editing and publishing (projects, achievements and results)	25 points max
	Translator background.	15 points max
<b>Impact</b>	Publishing project significance for dissemination and circulation of the Colombian author (s) in the new market.	10 points max

**Note:** Candidates who obtain eighty (80) point minimum, will be eligible for the grant.

### GRANT PROVISIONS

In addition to the rights established in the general eligibility requirements, the winner shall receive **one payment for the total sum of the incentive**, after its designation has been issued and communicated by administrative act. A final report, annexes and copy of the translation, must also be submitted in order to receive payment.

### WINNER'S DUTIES

- Deliver one (1) copy of the translation, which must be completed by November 15, 2015.
- Submit ten (10) copies of the book to the Ministry of Culture for its inclusion into the digital catalog of the Colombian National Library, once the translation has been published and the final book has been turned into a PDF, for its inclusion into the digital catalog of the Colombian National Library.
- Present a final report of the editing process. Please include any necessary addendums regarding the budget, the business plan and the work schedule.

## ANNEX 1

## FORM FOR TRANSLATION GRANTS FOR WORKS PUBLISHED BY COLOMBIAN AUTHORS ABROAD

## A. GENERAL INFORMATION ON THE WORK TO BE TRANSLATED

1. Book Title:

2. Author (s) (if the work has multiple authors, write each of their names and their involvement in publishing: writer, researcher, editor, translator, illustrator, etc. Example: Gabriel García Márquez, writer, Daniel Gomez. Illustrator. Insert more rows if necessary):

3. Publishing:

 Complete work Anthology

Publisher

Country

City

Year

Edition No.

No. of Pages

4. Category:

 Literature (story, poetry, novel, theater) Chronicle and essay Illustrated book

5. Place an "X" on the target audience by ages:

(More than one option may be checked if applicable):

 Early childhood (children from 0 to 6 years, pregnant mothers, families and/or caretakers) Children and youth (7 to 17 years) Adults (over 17 years)

6. Author(s) background. Fill out the squares below for each author's background listed in paragraph 2.

Insert more squares if needed:

Author's name:

Author's name:

Author's name:

7. Is the work illustrated?

Yes No 

Note: if so, the name of the illustrator (or illustrators) must be indicated in section 2, and their background must be filled-out in paragraph 6.

## B. FOREIGN PUBLISHERS' INFORMATION

8. Publishers' headquarter location:

Country

City



<b>9. Background</b> (specify publisher experience highlighting publications that have been translated from Spanish into the proposed language):			
<b>10. Applicant's experience in book editing and publishing: place an "X" on the applicable timeframe:</b> <input type="checkbox"/> From 1 to 3 years <input type="checkbox"/> From 3 years and 1 day, to 6 years <input type="checkbox"/> From 6 years 1 day and beyond			
<b>C. TRANSLATION INFORMATION</b>			
<b>11. Language for translation:</b>			
<b>12. Translator data:</b>			
Names and last names			
Country of residence		City of residence	
Address		Phone No.	E-mail
Professional background:			
<b>13. Other translators:</b> specify full names and emails of other translators involved in the project:			
<b>Translator's name</b>		<b>E-mail</b>	
<b>14. Translation editing:</b> if the translation is to be submitted for review, editor data is required:			
Names and last name			
Country of residence		City of residence	
Address		Phone No.	E-mail
Professional background:			
<b>15. Runtime:</b> Specify estimates in weeks time for each of the following processes:			
<input type="checkbox"/> Translation			
<input type="checkbox"/> Translation editing (if applicable)			
<b>16. Significance of the publishing project for the Colombian authors' dissemination and circulation in the new market:</b> describe the significance this translation will have on the author (s) and new market wherein it will be published:			
<b>17. Information concerning the published translation:</b>			
<b>Estimated Release Date</b>		<b>Year of Publication</b>	<b>Print Run</b>
<b>City of Publication</b>		<b>Country of Publication</b>	

**ANNEX 2 PARTICIPATION FORM FOR LEGAL  
ENTITIES**

PARTICIPATION FORM FOR LEGAL ENTITIES – OPEN CALLS FOR INCENTIVES  
2015 – MINISTRY OF CULTURE

**Note:** Participants, who have not completed the form in its entirety and have not sign or specified the area or call for participation, shall be automatically rejected.

Call's name: \_\_\_\_\_

Subject area:

Work or project's title: \_\_\_\_\_

Pseudonym (if applicable): \_\_\_\_\_

Category (if applicable):\_

Location information for the project (if applicable): \_\_\_\_\_

Department: \_\_\_\_\_ City/ Municipality: \_\_\_\_\_

Name / Company Name: \_\_\_\_\_ NIT (Tax ID): \_\_\_\_\_

Business Nature: Public or Private: \_\_\_\_\_

City/municipality:

Address: \_\_\_\_\_

Phone number:

Mobile number:

Email address: \_\_\_\_\_

Webpage: \_\_\_\_\_

Names and surnames: \_\_\_\_\_

ID type: C.C. (Citizen Card) / C.E (Foreign Card) Passport Number: \_\_\_\_\_

Place of issue: \_\_\_\_\_ Phone number: \_\_\_\_\_ Mobile  
number: \_\_\_\_\_ Email address: \_\_\_\_\_

(If the contact is the legal representative please leave this blank)

Names and surnames: \_\_\_\_\_

Phone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Email address: \_\_\_\_\_

Has the legal entity received state resources for the project or work submitted? Yes  No

Which ones? \_\_\_\_\_

### **Terms and conditions**

I hereby declare that I have no incompatibility or inability to participate in the 2015 Calls for Incentives and that I have read the general and specific eligibility requirements of the call in which I participate. I authorize the Ministry of Culture to destroy copies of the project or work of my property, which are not claimed during the month following the issuance of the administrative act that certifies the winners, and that one (1) of the copies remain on file for the Ministry of Culture's National Incentive Program. With the presentation of this work or project, I hereby acknowledge and understand all the requirements of the call, including all the incumbent obligations as a result of becoming a beneficiary.

### **Authorization of Use**

I hereby authorize the Ministry of Culture to use such works and / or fragments thereof, for cultural and educational purposes only. In light of the foregoing, it is understood that the Ministry of Culture acquires the right of reproduction in all its forms, including audiovisual, public communication and distribution, used exclusively for the purposes described above. This authorization does not transfer copyright, and the Ministry of Culture shall ensure compliance with the provisions of Article 11 of the Decisión Andina 351 issued in 1993 and Article 30 of Act 23 issued in 1982, concerning reference to the author's name.

This authorization is freely granted and may be used at a national and international level, for five (5) years, renewable by prior agreement with the author. By virtue of this document the author guarantees comprehensive ownership for use of the work (s) and, consequently, may authorize its use by having no lien, encumbrance or restriction to do so. The author is considered liable for any claims relating to copyrights that may arise, exonerating the Ministry of Culture of any responsibility thereof.

By signing, I fully accept the conditions of the call wherein I shall participate.

Signature: \_\_\_\_\_

ID No.

City and Date: