

Rules of Visegrad Artists Residency Program

I. General Information

Under Articles 1 and 2 of the Statute of the International Visegrad Fund the Conference of Ministers is issuing these conditions to determine the Rules of Visegrad Artist Residency Program (VARP).

The Visegrad Artist Residency Program is a specific program of the International Visegrad Fund created for the purpose of facilitating artistic exchanges by providing financial support for applicants who are citizens of the Visegrad countries: the Czech Republic, Hungary, Poland and Slovakia (hereinafter "Member States"). The residency project must be implemented in a Visegrad country other than that of the applicant's citizenship and permanent residence.

Visegrad Artists Residencies are provided for artistic projects specified in the Visegrad Artist Residency Application Form. The country of citizenship shall be different from that of the host country. Country of permanent residence and where the applicant lives/works shall be different from that of the host country. The length of the supported period of residency shall be 3 months. An applicant for the Visegrad Artist Residency Program shall submit no more than one application within one deadline. In the event that the applicant submits more than one application, IVF shall register and consider the first delivered. Successful applicants can re-apply for the VARP, however, each applicant can be supported only once to each V4 country. The applicants need to have all their previous VARP projects finished and closed when re-applying.

The Executive Director is responsible for the proper announcement of the Visegrad Artist Residency Program in conformity with the decision of the Conference of Ministers.

II. Artists

The Secretariat of the Fund has the obligation to provide each applicant with an application form for the Visegrad Artist Residency Program. The application form shall be available on the website of the Fund. The application for financial subsidy shall be filled out in English electronically in the prescribed form.

Compulsory annexes to the application are as follows:

1. copy of ID or passport
2. documentation of previous artistic works
3. residency project accepted by the Host Organization
4. copy of registration documents of the Host Organization;
these documents must contain the following:
 - the name of the statutory representative,
 - the registered seat of the organization,
 - ID number of the organization (e.g. tax ID number)

The application shall be submitted on-line (with attached documentation of previous artistic works), as well as sent by post or delivered personally (with the compulsory annexes) to the following address:

International Visegrad Fund
Kráľovské údolie 8
811 02 Bratislava
Slovak Republic
e-mail: pekarikova@visegradfund.org

The Secretariat of the Fund shall register all applications of the artists in order of receipt. The applicants will be informed of the receipt of their applications. The Secretariat of the Fund shall review the applications to check their compliance with the formal requirements. Deadline for the applications—the latest date of the postmark or the date of the submission of the electronic version of the application—is September 10 each year.

The Executive Director shall review each application with regard to its content and its compliance with the regulations of the Fund in particular. The Secretariat shall be entitled to verify the data given in the application. The Executive Director shall provide the complete list of received applications to the members of the Council of Ambassadors.

Every applicant for the residency will be evaluated by the VARP Selection Committee. Each Member State will propose at least 5 independent experts covering different fields of the arts. The IVF Executive Director will select from them a four member committee reflecting the fields of the arts covered by the applicants. The Committee shall decide upon the ranking of candidates acting on the basis of consensus. The chairman of the selection committee shall be a representative of the country holding the IVF presidency. The artists will be selected from among the citizens of Visegrad countries on the basis of proportionality.

The Council of Ambassadors, based upon recommendation of the VARP Selection Committee, will select awarded artists by November 30, each year. Those decisions shall present no grounds for legal proceedings and they require no detailed reasoning.

In the case of approval of the application the Council of Ambassadors shall authorize the Executive Director to sign a contract with the host organizations and artists, the samples of which are attached to these Rules forming an integral part thereof. In the event of failure to sign the contract, IVF shall contact the next artist according to the selection ranking.

In the event that the artist fails to fulfil his/her duties toward the host organization, through his/her own fault, or voluntarily terminates his/her residency, he/she shall be requested to repay to the Fund all amounts already paid under the residency in accordance with relevant provisions of the Contract concluded between the artist and the International Visegrad Fund.

III. Financial Framework

The IVF Secretariat shall cover expert fees, transport and accommodation costs for the four members of VARP Selection Committee.

The Conference of Ministers shall set out and announce financial conditions of subsidies provided by the Visegrad Artist Residency Program in advance.

The artist shall have the obligation to conduct his/her residency project in compliance with the time limit and financial conditions agreed upon in the contract.

The host organization will receive payment in two installments, one at the beginning of the residency period and the second after completion of the first month of the residency period.
The

host organization is responsible for payment of the scholarship to the artist, based on the monthly fee, which is due on the fifth (5) working day of the month.

These Rules shall enter into force on the day of their approval by the Conference of Ministers.