



MINISTER OF CULTURE OF THE REPUBLIC OF LITHUANIA

**APPROVAL OF THE DESCRIPTION OF THE PROCEDURE FOR AWARDING
FUNDING BY THE LITHUANIAN FILM CENTER TO FUND FILM CULTURE OR
ART CREATORS WHO ARE UKRAINIAN CITIZENS**

ORDER

30 March 2022 No. IV-318
Vilnius

Pursuant to Item 4 of Paragraph 2 of Article 4 of the Law on Film of the Republic of Lithuania, the Regulations of the Lithuanian Film Center under the Ministry of Culture approved by the Minister of Culture of the Republic of Lithuania on 8 May 2012 by order no. IV-320 “On the Regulations of the Lithuanian Film Center under the Ministry of Culture”, sub-item 10.4 and in order to support the creative activities of Ukrainian citizens, film culture or art creators, to promote their cooperation with the film community of the Republic of Lithuania in the field of film culture or art and film culture distribution,

I APPROVE the description of the procedure for awarding funding to Ukrainian citizens, film culture or art creators (attached).

Minister of Culture

Simonas Kairys

APPROVED

By the Order of Minister of Culture of the
Republic of Lithuania
of 30 March 2022 No. IV-318

DESCRIPTION OF THE PROCEDURE FOR AWARDING FUNDING TO UKRAINIAN CITIZENS, FILM CULTURE OR ART CREATORS

CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for Awarding Funding to Ukrainian Citizens, Producers of Film Culture or Art Creators (hereinafter referred to as the Grant) sets out the amount, duration, application procedure and evaluation, grant award, payment, and reporting of grants for Ukrainian citizens, film culture or art creators. The purpose of the grants is to support the creative activities of Ukrainian citizens, film culture or art creators, and to promote their cooperation with the film community of the Republic of Lithuania in the fields of film culture or the dissemination of art and film culture.

2. Grants are paid from the funds allocated to the Lithuanian Film Center under the Ministry of Culture (hereinafter - LKC). Grants are awarded by the state.

3. Adult citizens of Ukraine, film culture or art creators, who have been granted temporary protection in the Republic of Lithuania (hereinafter - film culture or art creators) are entitled to receive grants.

CHAPTER II GRANT AMOUNT AND DURATION OF PAYMENT

4. The grant amount is – 1800 EUR.

5. The grant is awarded for the period of 3 months.

CHAPTER III APPLICATION PROCEDURE

6. Applications for the grant (hereinafter - applications) of film culture or art creators in the form established by the Director of LKC shall be accepted by the decision of the Director of LKC upon announcing their acceptance on the LKC website www.lkc.lt.

7. The announcement shall specify:

7.1. deadline for applications;

7.2. the method of submitting applications;

7.3. Name, surname, telephone number, email address of the LKC administration employee registering the applications;

7.4. Name, surname, telephone number, email address of the LKC employee who consults on the issues of filling in the application;

7.5. other relevant information.

8. Applications will be accepted on a regular basis, but no later than 15 September of the current year.

9. A film culture or art creator applying for a grant may not apply for other grants awarded by the LKC. The grant can be awarded to a film culture or art creator once per calendar year.

10. The following are not eligible to apply:

10.1. film culture or art creators currently employed at the institutions and organisations of the Republic of Lithuania – for the activities specified in their employment contracts, job descriptions;

10.2. film culture or art creators studying in higher education institutions of the Republic of Lithuania – for activities that are part of their study programmes.

11. Applications completed in Lithuanian or English together with attachments in Lithuanian or English shall be sent to LKC by email to info@lkc.lt. The LKC ensures the translation of the applications, their attachments and other documents related to the administration of the grant programme from English into Lithuanian as required and the volume of documents required for making administrative decisions.

12. The application must be accompanied by:

12.1. a copy of a personal identification document;

12.2. a copy of a document confirming the fact of granting temporary protection in the Republic of Lithuania (registration card issued by the Migration Department under the Ministry of the Interior of the Republic of Lithuania, etc.);

12.3. a curriculum vitae of the applicant for the grant, not more than 2 pages;

12.4. confirmation of a legal entity registered in the Republic of Lithuania operating in the fields of film culture or art, that the applicant will be included in the film culture or art activities performed by the said legal entity and information on the previous film culture or art projects (activities) and their results, no more than 2 pages.

13. The application may be accompanied by other documents (i.e., copies of evidence of formal qualifications, visual materials, etc.) that support the information provided in the application.

CHAPTER IV EVALUATION OF APPLICATIONS

14. The evaluation of applications submitted to LKC takes place in two stages:
 - 14.1. administrative compliance assessment;
 - 14.2. evaluation of the Expert Commission for the Evaluation of Grants for Film Culture or Art Creators (hereinafter - the Expert Commission).
15. The assessment of administrative compliance is performed by LKC employees.
16. During the administrative compliance assessment:
 - 16.1. the submitted application is registered;
 - 16.2. the compliance of the application with the administrative requirements set out in the Description and the call is established.
17. The assessment of administrative compliance shall be performed in accordance with the procedure established by the LKC not later than within 7 working days from the day of registration of the application.
18. If the assessment of the administrative compliance of the application reveals that the application has not been submitted in accordance with the administrative requirements set out in the Description and the Call, the LKC employee shall inform the applicant once via email address provided by the applicant, setting a term of minimum 3 working days to correct the application.
19. Once the application has been found to meet all the requirements for an administrative conformity assessment, it is submitted to a panel of experts for assessment. The Expert Commission shall evaluate the received application within 5 working days.
20. The Expert Commission evaluates the application with a score from 0 to 100 according to the following criteria:
 - 20.1. compliance of the grant activity with the purpose of the grant specified in the Description (0-30 points);
 - 20.2. the results of the previous creative or professional activity of the film culture or art creator (0-40 points);
 - 20.3. the results of film culture or art projects (activities) previously performed by the legal entity specified in Sub-paragraph 12.4 of the Description (0-30 points).
21. A detailed description of the evaluation criteria for grant applications is set out in the Annex to this Description.
22. Payment for the activities of the Expert Commission shall be made in accordance with the procedure established by the Director of LKC.

CHAPTER V AWARDING OF GRANTS

23. Grants may be awarded to applications with a score of at least 60 points.

24. The total maximum amount of state budget appropriations provided for financing grants in the current calendar year is determined by the order of the Director of LKC.

25. Grants are awarded to specific film culture or art creators by the order of the Director of LKC, considering the recommendations of the Expert Commission, within 3 working days from the date of receipt of these recommendations.

26. Information on the decisions made by the Director of LKC to allocate funding for grants is published on the LKC website www.lkc.lt no later than within 3 working days from the day of making the decision, indicating the names of the applicants and the names of creative activities.

The specified personal data (names and surnames of the applicants) are made public by the LKC as the data controller, ensuring the principles of transparency and public interest in awarding grants. The above-mentioned personal data shall remain public for 3 years.

CHAPTER VI PAYMENT AND REPORTING OF GRANTS

27. A film culture or art creator who is awarded a grant by the order of the LKC director shall submit to LKC one duly completed copy of the agreement (duly signed by physical or e-signature) within 10 working days from the date of acceptance of the grant order of the LKC director.

28. If a film culture or art creator does not submit a duly completed and signed agreement to LKC by the end of the term specified in Item 27 of the Description, no funding shall be awarded.

29. The grant shall be paid into the payment account of the grant recipient specified in the agreement in one payment within 10 working days from the signing of the agreement.

30. The grant is not paid if the grant recipient:

30.1. dies;

30.2. informs LKC that, for objective reasons, it is no longer possible to carry out the activity for which the grant was awarded;

30.3. has submitted incorrect (falsified) data (documents) to receive the grant;

30.4. does not carry out the activities for which the grant is intended or uses the awarded grant for other purposes.

31. In the circumstances specified in sub-paragraphs 30.3 - 30.4 of the Description, as well as if the recipient of the grant does not report on the activities for which the grant was

awarded in accordance with the agreement. If the grant is not returned, it shall be recovered in accordance with the procedure established by legal acts. In the case specified in Sub-paragraph 30.2 of the Description, the decision on the return or non-return of the grant shall be made by the Director of LKC, having assessed the reasons for which the activity can no longer be carried out.

32. The film culture or art creator must submit a report on the activities (hereinafter referred to as the report) to the LKC no later than within 20 working days after the expiry of the term of the activity for which the grant is awarded.

33. The report is sent to the LKC by e-mail (PDF or ADOC format) duly signed by physical or e-signature.

34. If a film culture or art creator does not submit the report for the grant in accordance with the procedure established in the Description and the Agreement, he / she shall not be entitled to receive further funding from the LKC until the activities for the grant were reported on.

CHAPTER VII PROVISION OF INFORMATION AND DATA PROTECTION

35. Applicants and recipients of grants are not provided with individual application evaluations, however, upon their written request, LKC provides an average score for each evaluation criterion specified in item 20 of the Description. Grant applications and reports are provided by LKC to third parties only if there is a legal basis for submitting such documents.

36. Information other than that specified in Item 35 of the Description shall be provided to persons in accordance with the procedure established by the Law on the Right to Receive Information and Re-use of Data of the Republic of Lithuania.

37. The personal data provided in the application (name, surname, address of residence, email address, telephone number and other contact details) are processed by LKC as a data controller for the purpose of awarding grants and other financial support to film culture or art creators, for the purpose of obtaining expert opinions, for the purpose of organising and coordinating research on film culture or art, for the purpose of monitoring ongoing film culture or art projects, and for the purposes of document management. Personal data is processed in the public interest and in compliance with the requirements of legal acts applicable to LKC, Article 6 of 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) Paragraph 1 sub-paragraphs (c) and (e).

CHAPTER VIII
FINAL PROVISIONS

38. The administrative documents of the grants for film culture or art creators grant programme and the personal data of the applicants and grant recipients shall be stored within the terms provided for in the Description of the Procedure for Grants for film culture or art creators.

39. Decisions of the Director of LKC may be appealed in accordance with the procedure and terms established by the Law on Public Administration of the Republic of Lithuania.

DESCRIPTION OF THE EVALUATION CRITERIA FOR APPLICATIONS FOR FUNDING BY UKRAINIAN CITIZENS, FILM CULTURE OR ART CREATORS

Criteria for evaluating grant applications for Ukrainian citizens, film culture or art creators, and descriptions of their scores:

1. Compliance of the activities indicated in the application with the purpose of the grant (0-30 points) specified in the Description of the Procedure for awarding grants to Ukrainian citizens, film culture or art creators (hereinafter - the Description).

Description of the evaluation criteria	Points may be awarded for assessing compliance with the assessment criterion	Recommendations for evaluators
The purpose of the grants is to support the creative activities of Ukrainian citizens, film culture or art creators, and to promote their cooperation with the film or art community of the Republic of Lithuania in the fields of film culture or art creation, and in the dissemination of art and film culture.	30	Compliance with the evaluation criterion is assessed with 30 points if the grant activity fully complies with the description of the evaluation criterion.
	15	Compliance with the evaluation criterion is assessed with 15 points if the grant activity satisfactorily complies with the description of the evaluation criterion.
	0	Compliance with the evaluation criterion is assessed with 0 points if the grant activity does not comply with the description of the evaluation criterion.

2. The results of the previous creative or professional activity of the film culture or art creator (0-40 points):

Description of the evaluation criteria	Points may be awarded for assessing compliance with the assessment criterion	Recommendations for evaluators
The previous creative or professional activity of the	40	Compliance with the evaluation criterion is assessed with 40 points if the projects

Ukrainian film culture or art creator is distinguished by high quality, the completed projects (activities) were successfully completed and noticed by the public and had an impact on the film community.		(activities) fully comply with the description of the evaluation criterion.
	20	Compliance with the evaluation criterion is assessed with 20 points if the projects (activities) satisfactorily comply with the description of the evaluation criterion.
	0	Compliance with the evaluation criterion is assessed with 0 points if the projects (activities) does not comply with the description of the evaluation criterion.

3. Results of film culture or art projects (activities) previously completed by the legal entity specified in Sub-paragraph 12.4 of the Description (0-30 points).

Description of the evaluation criteria	Points may be awarded for assessing compliance with the assessment criterion	Recommendations for evaluation experts
The previous activities of the Lithuanian film culture or art organisation are distinguished by the high quality of creative content. The projects (activities) were successfully completed and noticed by the public, had an impact on the film community.	30	Compliance with the evaluation criterion is assessed with 30 points if the projects (activities) fully comply with the description of the evaluation criterion.
	15	Compliance with the evaluation criterion is assessed with 15 points if the projects (activities) satisfactorily comply with the description of the evaluation criterion.
	0	Compliance with the evaluation criterion is assessed with 0 points if the projects (activities) does not comply with the description of the evaluation criterion.