

Notice on applying for aid for cultural projects

This notice sets out the rules governing the granting of aid for cultural projects. To apply for aid for cultural projects, project owners **must** use the "Aid for cultural projects application form". Applications must be filed **at least six (6) months before** the project start date. To be considered eligible for aid (financial, logistical or promotional support), projects must satisfy all of the following criteria. **Applicants have no entitlement to aid, be it financial, logistical or otherwise.**

Aid may be granted to non-profit organisations or private individuals involved in the following sectors:

- multidisciplinary cultural activities
- socio-cultural activities
- performing arts (dance, theatre and live performances)
- visual arts, architecture, design and crafts
- circus and street art
- audiovisual creation
- literature
- music
- heritage, history, folk traditions

Eligible individuals, organisations and projects

The aid is intended for non-profit organisations, organisers of cultural events, groups of artists (companies, troupes, ensembles, collectives, etc.), and private individuals residing in Luxembourg. Purely commercial projects are not eligible. The cultural project must be implemented in or pertain exclusively to Luxembourg City.

Procedures and deadlines

Project owners wishing to apply for aid must file an application (form + required supporting documents) with the City of Luxembourg **no later than six (6) months before the start of the project**. If any supporting documents are missing from the application, valid reasons must be provided. Applications filed after the required deadline, or after the project has been implemented/completed, will be not be considered.

Filing the application

The application must include the following documents:

- The cultural projects aid application form, completed and signed
- A detailed description of the project(s)
- A detailed, balanced draft budget (income & expenditure) for the project(s) described in the application. You may use your own budget template, or you can obtain a template from the City's *Coordination culturelle* (Cultural Coordination Unit) that is specifically designed for the type of project for which you are applying for aid
- If you are an ASBL (non-profit organisation): a copy of the articles of association
- If you are an artist: a CV
- A bank account identification document (RIB)

If applicable:

- Press kits for past projects

Applicants may also attach any other documents that they believe could help support their application

The application must be printed and signed, and sent by email to coordinationculturelle@vdl.lu, or by post to Administration communale de la Ville de Luxembourg – Coordination culturelle, L-2090 Luxembourg.

Upon receiving the application, the City of Luxembourg will send the applicant:

- an email confirming receipt of the application if the application is complete; or
- an email specifying which missing documents are required to complete the application (please ensure that your contact details – i.e. your email address and phone number – are accurate).

In any case, the City of Luxembourg will only consider applications that have been duly completed and filed by the deadline, and only project owners who comply with these requirements will be asked to provide missing documents. In all cases, applicants will receive an official reply when their application file is closed.

Amount of aid

The City of Luxembourg's financial support cannot cover all of the applicant's project-related costs. Applicants must agree to also seek other sources of funding.

Disbursement of the aid

Once the aid is granted, the applicant must fulfil certain obligations:

- The aid must be used solely to cover costs and expenses incurred in connection with the project.
- The applicant must provide the following supporting documents **within three (3) months of the project's completion**:
 - a project activity report (attendance figures, communication tools, photographs, etc.); and
 - a financial report that includes a detailed breakdown of actual project-related income and expenditure.
- All project-related presentation, information or advertising materials intended for the public – including the project's website – must bear the wording "Avec le soutien de la Ville de Luxembourg" (With the support of the City of Luxembourg), and the [City of Luxembourg's logo](#). These materials must be submitted to the City of Luxembourg's *Service Communication et Relations Publiques* (Communications and Public Relations Department) for approval before being published.
- On their own initiative, applicants should provide the City with:
 - any information or documents that may be useful to the City in processing and following up their application (changes to or cancellation of the project, etc.).

As a rule, the project grant awarded can only be paid after the City has received proof confirming the completion of the project mentioned above. In the event of cancellation or non-completion of the project—regardless of the reason—the grant that may have been awarded will not be paid.

If, in exceptional cases, the financial aid has already been transferred before the City is informed of the project's non-completion, the beneficiary undertakes to reimburse the full amount received to the City. Any project postponed to the following year must be the subject of a new aid application.

Protection of personal data

1. In applying for aid for cultural projects by signing and submitting the cultural projects aid application form, the project owner consents to the processing of their personal data by the City of Luxembourg.
2. The project owner's personal data are processed for the purpose of recording such data in a database, assessing the application for aid for cultural projects, and appraising the implementation of the budget. The data collected through the form is processed by City of Luxembourg personnel as part of their duties. The City of Luxembourg reserves the right to ascertain the accuracy of the data submitted by the applicant. The data and information collected may also be used for statistical and archiving purposes in the public interest. The processed data will be retained in compliance with the purposes for which it is collected and with the City of Luxembourg's legal obligations.

As data subject, applicants are advised that:

1. The City of Luxembourg is the data controller, and that the processing of their data is required for the City to fulfil its public-interest mandate.
2. They have the right to access, rectify and request the erasure of their personal data, and to restrict or object to the processing of such data. The City of Luxembourg's personal data protection policy is published online at www.vdl.lu/en/legal-notice.
3. They may, at any time, withdraw the consent they granted by submitting their application. However, should they withdraw their consent, such withdrawal shall not affect the legal basis for the City's processing of their personal data prior to their withdrawal of consent.
4. In certain cases, as provided for in the General Data Protection Regulation (GDPR), the City of Luxembourg may restrict applicants' rights. The applicant's withdrawal of consent and the subsequent deletion of their personal data shall invalidate their application for aid for cultural projects, as their application can no longer be examined by the City.
5. The City of Luxembourg does not use automated techniques to process your personal data. As data subject, you have the right to lodge a complaint with the National Commission for Data Protection (*Commission nationale pour la protection des données* – www.cnpd.lu).