

Foundation

Liepāja 2027 Foundation

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REGULATIONS

in Liepāja

No. 10/1.7

Approved by the

Foundation “Nodibinājums Liepāja 2027” Board

on 5 May 2026

(Minutes No. 18/1.3)

**Co-financing competition for the implementation of cultural events within
“Liepāja – European Capital of Culture 2027” programme**

I. General Provisions

1. These Regulations (hereinafter – the Regulations) set out the procedure by which the foundation “Nodibinājums Liepāja 2027” (hereinafter – the Foundation) allocates financial resources (hereinafter – co-funding) for the implementation of cultural events within the “Liepāja – European Capital of Culture 2027” programme (hereinafter – the Programme) to add to the project portfolio events within the administrative territories of the City of Liepāja, Kuldīga Region and South Kurzeme Region (hereinafter – the Competition) .

2. An applicant (hereinafter – the Applicant) may submit one or more project applications (hereinafter – the project) in accordance with the Programme for the implementation of a cultural event in accordance with the Competition Guidelines (Annex 1 to the Regulations) in the manner prescribed by the Regulations.

3. Funds for the project co-financing are allocated in the Foundation’s current year’s budget from funding granted by the Ministry of Culture and local authorities for the development of the “Liepāja – European Capital of Culture 2027” programme.

4. The total funding for the Competition is EUR 433,000 (four hundred and thirty-three thousand *euros*)

5. Co-financing does not qualify as aid for commercial activities within the meaning of the Commercial Activities Aid Control Law. The amount of co-financing per project **is determined in accordance with the Competition Guidelines** (Annex 1 to the Regulations) and may not exceed 90% (ninety per cent) of the total budget for the implementation of the project, provided that all project activities are available free of charge or that revenue from services (participation fees, ticket sales, etc.) does not exceed 50% (fifty per cent) of the project’s actual costs.

6. Project applications submitted for the Competition shall be assessed by the Competition Evaluation Committee (hereinafter – the Committee) approved by the Foundation’s Board.

7. The Call for Applications (hereinafter – the Call) shall be published in the media, on the Foundation’s website <https://liepaja2027.lv/en/>, on the Liepāja City Municipality website www.liepaja.lv, on the Kuldīga Region Municipality website <https://www.kuldigasnovads.lv/> and on the South Kurzeme Region Municipality website www.dkn.lv.

II. Tasks, objectives and priorities of the competition

8. The aim of the Competition is to provide financial support for projects that complement the “Liepāja – European Capital of Culture 2027” programme with contemporary and artistically high-quality cultural events. To achieve this objective, co-financing is provided for projects that reflect the core values of the European Union, are content-innovative, creatively stimulating and challenging in terms of new formats, promote a diverse cultural offering, and comply with the Competition Guidelines. Priority will be given to projects that involve international cooperation and attract an international audience, as well as those that comply with eco-design Guidelines by applying environmentally friendly cultural management practices and ensuring accessibility and availability to diverse audiences.

9. The Competition objectives are:

9.1. to identify the most suitable and substantively appropriate cultural event projects that comply with the Competition Guidelines, and which strengthen and complement the “Liepāja 2027” programme “(un)rest” in 2027;

9.2. to ensure the diversity and quality of cultural events;

9.3. to promote the reflection of the European Union’s fundamental values in cultural events, their availability and accessibility to the general public, ensuring opportunities for participation by representatives of different ages, social groups and nationalities.

III. Competition deadlines

10. The Competition is announced, setting the project implementation deadlines in accordance with the Competition Guidelines (Annex 1 to the Regulations).

11. The Commission reserves the right to launch an additional round of the Competition should the planned funding not be fully allocated within the scope of the present Competition or should supplementary funding become available.

IV. Applicant

12. Any Applicant who is registered as a legal person in the Register of Enterprises of the Republic of Latvia in accordance with the procedure laid down in regulatory enactments may participate in the Competition. A natural person registered with the State Revenue Service of the Republic of Latvia as a person engaged in economic activity shall not be recognised as a legal person for the purposes of these Regulations.

13. A legal person may apply for co-financing in the Competition:

13.1. that, at the time of submitting the application and at the time of concluding the funding agreement, has no tax arrears or other mandatory payments prescribed by the state or local authorities exceeding EUR 150, except in cases where an agreement on a tax debt repayment schedule has been concluded; such an agreement must be attached to the application upon submission;

13.2. that has settled all contractual obligations towards the Liepāja City Municipality, the Kuldīga Region Municipality, or the South Kurzeme Region Municipality for which the due date has passed;

13.3. that has fulfilled all contractual obligations towards the Foundation that have reached their due date;

13.4. that has not been declared insolvent, is not subject to legal protection proceedings or out-of-court legal protection proceedings, has not had bankruptcy proceedings initiated against it, and is not undergoing reorganisation; that is not accused of money laundering or non-compliance with sanctions regulations; whose economic activity has not been terminated or suspended; and/or that does not meet the criteria laid down in national legislation for the initiation of insolvency proceedings at the request of creditors;

13.5. that, in the course of its operations, has implemented projects of comparable scope and complexity in accordance with the Competition Guidelines (Annex 1 to the Regulations).

V. Submission of applications

14. Within the deadline specified in the Call for Applications, the Applicant shall submit the project application – prepared using Annexes 2 and 3 of the Regulations – to the Foundation by sending it to the email addresses birojs@liepaja2027.lv and anna.liga.ermansone@liepaja2027.lv. The application (hereinafter – the Application) must be signed with a secure electronic signature and submitted as a single EDOC-format package. If the Application is signed by a representative on behalf of the Applicant, a power of attorney must be attached.

15. The deadline for submitting project applications is **23:59 (Latvian time) on 16 June 2026**. Applications must be submitted by sending the Application in accordance with Section 14 of these Regulations.

16. By submitting a project application, the Applicant undertakes to comply with all provisions of these Competition Regulations.

VI. Format and content of the project application

17. The project application package consists of:

17.1. a completed project application form (Annex 2 to the Regulations), including a description of the project concept, a description of the Applicant's expertise, and other materials characterising the project, including a justification of the project's relevance to the Programme and its compliance with the Competition Guidelines;

17.2. a completed project budget estimate (Annex 3 to the Regulations);

17.3. any additional annexes that the Applicant may choose to attach, provided they offer further information regarding the Applicant's expertise or the project as a whole, such as sketches, photographs, CVs of the project manager and participating artists, or descriptions of their creative work. The scenography and communication materials envisaged in the project must be planned in accordance with the "Liepāja 2027" Communication Guidelines (Annex 3 to the Regulations).

18. The Commission reserves the right to request additional information from the Applicant regarding the project and its implementation, if such information is necessary for the evaluation.

19. The Applicant is responsible for the accuracy of the information provided.

20. The Applicant has the right to amend or withdraw the submitted Application before the submission deadline by notifying the Foundation in writing.

21. The content of the Application is classified information.

22. **Contact person for further information:** Anna Līga Ermansone, Project Director of the Foundation, tel. +371 29123350, email: anna.liga.ermansone@liepaja2027.lv

VII. Conditions and types of co-financing

23. Conditions for Applicant participation:

23.1. The Applicant meets the requirements set out in Clauses 12 and 13 of the Regulations;

23.2. The applicant's application has been prepared and submitted within the deadline specified in the Call for Applications and drawn up in accordance with the procedure set out in the Regulations;

23.3. The cultural events are accessible free of charge, or the revenue generated from project-related services (participation fees, ticket sales, etc.) does not exceed 50% (fifty per cent) of the project's actual costs;

23.4. Preparations for the cultural events will commence in 2026, and the events will take place (be accessible to the public) in 2027 in accordance with the Competition Guidelines.

24. If, upon examining the Applicant's application, the Commission finds that the Applicant does not meet or has not fulfilled the conditions set out in Clause 23, the Commission shall decide to leave the application unexamined.

25. Upon examining the application on its merits, the Commission shall take a decision on the award of co-financing and its amount, or on the refusal to award co-financing, providing justification.

26. **In accordance with the Competition Guidelines** (Annex 1 to the Regulations), applications may be submitted for the following project categories and co-financing amounts:

26.1. “Liepāja – European Capital of Culture 2027” opening events in the South Kurzeme region – Aizpute, application for co-financing of up to EUR 18,000 (eighteen thousand *euros*);

26.2. “Liepāja – European Capital of Culture 2027” opening ceremony stage, application for co-financing of up to EUR 80,000 (eighty thousand *euros*);

26.3. Europe Day (2027), application for co-financing of up to EUR 25,000 (twenty-five thousand *euros*);

26.4. Science fiction writing residency as part of the Nordic Solstice programme, application for co-financing of up to EUR 15,000 (fifteen thousand *euros*);

26.5. Environmental awareness and public participation event as part of the Nordic Solstice programme: application for co-financing of up to EUR 30,000 (thirty thousand *euros*);

26.6. Programme of traditional Nordic well-being practices as part of the Nordic Solstice programme, application for co-financing up to EUR 60,000 (sixty thousand *euros*);

26.7. Contemporary Circus Programme as part of the “No More Heavy Metal” festival, applications for co-financing up to EUR 50,000 (fifty thousand *euros*);

26.8. Art and community engagement programme as part of the “No More Heavy Metal” festival, application for co-financing of up to EUR 50,000 (fifty thousand *euros*);

26.9. “At the Happy Table” gastronomy and social gathering festival – a gastronomy programme, application for co-financing of up to EUR 10,000 (ten thousand *euros*);

26.10. “At the Happy Table” gastronomy and social gathering festival” – a social gathering programme, application for co-financing of up to EUR 20,000 (twenty thousand *euros*);

26.11. Reading programme for children during Poetry Days (2027), application for co-financing of up to EUR 25,000 (twenty-five thousand *euros*);

26.12. Youth forum “Future Institute”, application for co-financing of up to EUR 50,000 (fifty thousand *euros*).

27. Eligible costs include:

27.1. remuneration for artistic, technical and administrative staff;

27.2. production and project management expenses;

27.3. venue-related costs (hire, sound, lighting, catering staff, etc.);

27.4. purchase of materials and hire of equipment necessary for project implementation;

27.5. travel and subsistence expenses for artists and technical staff involved in the project;

27.6. costs of marketing and communication activities.

28. Ineligible costs include:

28.1. catering and coffee breaks;

28.2. costs related to the core activities of the Applicant or project partners and third-party organisations; the purchase of fixed assets and technical equipment; renovation of premises and improvement of material and technical resources; as well as costs for ensuring the core administrative operations of partners and third-party organisations involved in the project;

28.3. allowances, bonuses, cash prizes and other similar payments;

28.4. interest payments, compensation for losses and debt repayment.

29. Co-financing shall be awarded for the implementation of those projects that have received the highest number of points during the evaluation. If two or more applications within the same project group receive the same number of points, these applications shall be ranked according to the highest number of points awarded under the criterion “Artistic quality and relevance of the cultural event” and the criterion “International cooperation”.

VIII. Application evaluation procedure and criteria

30. The maximum number of points that each Commission member may award to a single application is 120 points. The total score for an application is the sum of the points awarded by all Commission members. Applications are assessed in accordance with the following evaluation criteria:

30.1. The criterion “Quality of the cultural event proposal” assesses the clarity of the cultural event’s objectives and tasks, their alignment with the planned activities and deadlines, the formulation of expected outcomes, and the strategy for the planned activities. A maximum of 15 points may be awarded:

13-15 points – the proposal is well-structured, the objectives are clear, and the strategy is detailed and logically justified;

8-12 points – the proposal is generally understandable, the objectives are formulated, but the strategy is partly general or lacks specific justification;

0-7 points – the information is incomplete or contradictory, and there is no link between the strategy and the expected results;

30.2. The criterion “Artistic quality and relevance of the cultural event” assesses the artistic value and significance of the idea within the context of the “Liepāja 2027” programme, the quality, originality, and relevance of the creative concept, the authors’ vision and artistic message, the selection of artists and creative collectives, and the use of diverse means of artistic expression. A maximum of 20 points may be awarded:

17-20 points – high artistic quality; the idea is original and significant; the choice of authors is well-founded; a variety of artistic means of expression are used;

10-16 points – the artistic idea is well-founded but less original or limited in scope; the choice of authors is insufficiently detailed;

0-9 points – the idea is general and lacks a clear artistic concept; the choice of authors or creative team is not justified;

30.3. The criterion “Compliance with the Competition Guidelines” assesses the cultural event’s alignment with the Competition’s objective and with the specific project group for which the application has been submitted, in accordance with the Competition Guidelines (Annex 1 to the Regulations). It also evaluates the integration of the fundamental values of the European Union as defined in Article 2 of the Treaty on European Union (human dignity, freedom, democracy, equality, the rule of law, and respect for human rights). A maximum of 15 points may be awarded:

13-15 points – full compliance with the Competition’s objectives, Guidelines, and the EU’s fundamental values; a clearly articulated contribution to the overall vision of the Programme;

7-12 points – partial or general compliance; the Guidelines are respected but not clearly linked to the project idea;

0-6 points – formal or insufficient compliance; the core values are not integrated into the project;

30.4. The criterion “Accessibility to a wide target audience” assesses the potential number of viewers or visitors in relation to the requested funding, accessibility for various social groups – including people with disabilities and families with children – and adherence to sustainable and environmentally responsible cultural management practices. A maximum of 10 points may be awarded:

8-10 points – the project targets a broad audience; audience size is proportionate¹ to the costs; clear measures for accessibility and sustainability are included;

4-7 points – the audience is broadly defined; accessibility or sustainability is mentioned but insufficiently developed;

0-3 points – there is no clear information about the audience; accessibility and environmental sustainability are not addressed;

30.5. The criterion “Applicant’s competence” assesses the Applicant’s ability to ensure high-quality project implementation, as well as the experience of the cultural event organisers,

¹ The proportionate size of an audience is determined by its alignment with the magnitude of the event and the allocated funding, while also considering the nature and accessibility of the programme.

artists, and technical specialists involved in delivering similar projects. Projects implemented over the previous three (3) years are evaluated. A maximum of 10 points may be awarded:

8-10 points – extensive experience in managing comparable projects; a team with appropriate professional competence;

4-7 points – relevant experience exists, but the team’s capacity has not been fully demonstrated;

0-3 points – significant lack of experience, or such experience has not been clearly demonstrated;

30.6. The criterion “Project budget” assesses the justification of costs, their proportionality to the planned activities and target audience, the fundraising plan, and whether marketing costs amount to at least 10% of the total project costs – regardless of whether they are planned to be covered by the requested co-financing or other funding sources. A maximum of 10 points may be awarded:

8-10 points – costs are detailed and justified; a credible funding plan is provided; marketing costs are included and constitute at least 10% of total costs;

4-7 points – the estimate is generally clear, but some items lack detailed justification; marketing costs are insufficient or unjustified; or the funding plan is unsubstantiated;

0-3 points – costs are not proportionate to the planned activities; justification is incomplete; no funding plan is provided, or it is weak; or marketing costs necessary to reach the target audience are not included;

30.7. The criterion “International cooperation” assesses the project’s capacity to establish meaningful and sustainable long-term international cooperation, the involvement of international partners in project implementation, and the strategy for attracting an international audience, including its feasibility. A maximum of 20 points may be awarded:

17-20 points – the project identifies specific, significant international partners and defines the form of cooperation (co-production, joint project, shared implementation responsibilities, etc.); a clear and convincing plan exists for attracting an international audience (marketing, communication, or mobility strategy); the project demonstrates potential for long-term international cooperation beyond its completion;

10-16 points – potential international partners are mentioned or involvement is conditional (e.g., guest artists); the strategy for attracting an international audience is outlined but general or insufficiently developed;

0-9 points – no international partners are involved, or their role is merely formal (without co-creation or joint implementation); no plans exist to attract an international audience, or such plans are unjustified;

30.8. The criterion “Marketing and communication” criterion assesses the Applicant’s ability to ensure and implement a high-quality marketing and communication process. The following elements are evaluated: communication objectives; identified target audiences and selected channels; potential for international and digital communication; solutions for public engagement and accessibility; integration of sustainability principles (e.g., environmentally friendly materials, accessibility, community involvement); planning of impact assessment tools and methods (e.g., digital analytics, surveys, evaluation of results); and the experience and professionalism of the communication and marketing specialists involved. A maximum of 20 points may be awarded:

17-20 points – the communication strategy is comprehensive and professionally grounded, with a clear international and digital dimension, solutions for public engagement and accessibility, adherence to sustainability principles, and involvement of experienced specialists;

10-16 points – the strategy is developed but lacks detail in some areas, or one section (e.g., digital or international communication) is underdeveloped; the specialists involved lack sufficient experience;

0-9 points – the strategy is general, contradictory, or incomplete; justification regarding public engagement, sustainability solutions, or specialist competence is lacking.

31. Upon evaluating applications in accordance with the criteria set out in the Regulations, the Commission shall decide to refuse to grant co-financing in the following cases:

31.1. the average score of the application (calculated as the arithmetic mean of the points awarded by all Commission members) is less than 72 points out of a maximum of 120 points;

31.2. under the criterion “Artistic quality and relevance of the cultural event”, the application has been awarded nine (9) points or fewer;

31.3. under the criterion “Compliance with the Competition Guidelines”, the application has been awarded six (6) points or fewer;

31.4. under the criterion “International cooperation”, the application has been awarded nine (9) points or fewer;

31.5. under the criterion “Marketing and communication”, the application has been awarded nine (9) points or fewer.

IX. Competence of experts and the Commission, procedure for announcing results, appeals

32. The decision on the award of co-financing, its amount or the refusal to award co-financing shall be taken by the Commission, which shall consist of the Chair of the Commission, the Deputy Chair of the Commission and at least five (5) members of the Commission. The minutes of Commission meetings shall be taken by the Commission Secretary, who shall not be a member of the Commission.

33. The work of the Commission is led by the Chair of the Commission, or, in their absence, by the Deputy Chair of the Commission. The Commission is entitled to adopt a decision if more than half of its members are present at the meeting. Decisions are adopted by a simple majority. In the event of a tie, the Chair of the Commission shall have the casting vote. A member of the Commission may not abstain from voting.

34. Commission meetings shall take place without the Applicant being present; however, the Commission has the right, if necessary, to invite a representative of the Applicant to attend the meeting.

35. By order of the Foundation’s Board, an Advisory Council shall be established, comprising at least three (3) experts from the arts and culture sectors with equal rights and duties (hereinafter – the Advisory Council). Experts shall be selected on the basis of their professional experience, sector-specific competence, and reputation.

36. The Advisory Council has an advisory function. Its task is to examine the submitted applications on their merits, drawing on the professional experience and knowledge of its members, and to provide the Commission with a written assessment of the content of the applications.

37. Members of the Commission and experts shall sign a declaration confirming the absence of any conflict of interest. If a member of the Commission or an expert has a personal interest in the selection or support of an application, he or she shall inform the Foundation’s Board in writing and shall not participate in the evaluation of the application and/or the decision-making process.

38. The Commission shall have the right to:

38.1. request the Applicant, within a specified time limit, to clarify and specify the information contained in the application and to submit supporting documents;

38.2. correct arithmetic errors;

38.3. determine the procedure for the payment of co-financing;

38.4. approve part of the items in the project budget or adjust the amount requested for a budget item.

39. The Commission shall notify the addressee of its decision within 15 (fifteen) working days of its adoption by email, using a secure electronic signature. The decision shall be deemed to have been notified on the second working day following its dispatch.

40. The Commission's decision may be appealed to the Chair of the Foundation's Board by submitting a complaint within ten (10) days of the decision being notified.

41. On the basis of the Commission's decision on the award of co-financing, the Foundation and the Applicant shall conclude a funding agreement within four (4) months of the notification of the decision. The agreement shall set out the procedures for the award, use, and reporting of the co-financing.

X. Processing of personal data

42. The Foundation shall have the right to document (photograph, film) each project funded under the Competition, and the co-financier shall be entitled to use the materials obtained freely for publicity purposes.

43. The Foundation is the controller of the Applicant's personal data obtained during the project Competition and processes such data for the purpose of evaluating the submitted project in order to provide financial support for the implementation of cultural projects of significance to the city of Liepāja in various cultural and artistic sectors, as well as for the purpose of concluding a co-financing agreement with the Applicant whose project is supported.

44. The legal basis for the processing of the Applicant's personal data is the necessity for the Foundation to establish contractual relationships and to perform tasks carried out in the public interest, in accordance with Article 6(1)(b) and (e) of the General Data Protection Regulation.

45. The recipients of personal data are the Foundation's Board and the Commission, for the purpose of compiling and evaluating the submitted projects.

46. The Foundation shall process and retain the personal data of project Applicants for no longer than two years following the conclusion of the Competition.

47. As a data subject, the Applicant has the right:

47.1. to request access from the Foundation to the personal data concerning the Applicant, and to request the rectification or erasure of inaccurate personal data, by submitting a written justification for the request;

47.2. in the cases specified by law, to request the restriction of the processing of personal data, as well as to object to such processing.

47.3. to lodge a complaint regarding unlawful processing of personal data with the Data Protection Authority.

48. The project Applicant has the right to contact the Foundation's personal data protection specialist regarding issues related to the processing of their personal data. Contact details: telephone +371 20272277, address: Dārza iela 4/8, Liepāja, LV-3401, email: birojs@liepaja2027.lv

The Regulations have the following annexes:

Appendix 1 – Competition Guidelines;

Appendix 2 – Project Application;

Annex 3 – Project Budget;

Annex 4 – Draft Funding Agreement with Annexes.

On behalf of the Foundation:

Inta Šoriņa, Chair of the Board

Baiba Bartkeviča, Board Member

Kristīne Liepa-Prese, Board Member