

The following instructions regulate methods and terms for the presentation of applications, as defined in art. 13 of the Italian Council's public call to finance cultural projects for the promotion, production, awareness and circulation of contemporary Italian creativity in the visual arts in Italy and abroad.

1. Applications must be submitted exclusively to the following email address: **italiancouncil.application@beniculturali.it**. Applications sent in any other way will not be accepted.
2. Applications must be submitted by no later than **4:00PM on the 30<sup>th</sup> of September 2020**. Applications will not be accepted if received outside the set time.
3. The email subject of the application must contain the following wording: **"IC9 Candidacy – name of applicant or of lead applicant"**.
4. Applications shall not exceed a total of **8 MB**. All texts and images must be contained in **ONE SINGLE PDF FILE** named **"IC9\_name of applicant or lead applicant"**, including: the funding application, the project proposal, the project budget and the documents requested in Sections I-VIII of the call.

- Once the question has been sent, please wait for the **automatic response**: if
5. you do not receive it within 2 hours, write to **italiancouncil@beniculturali.it**. It is not possible for the secretariat to check the mailbox until the deadline of the call.

- Please use **italiancouncil.application@beniculturali.it** exclusively for sending the
6. application. Any questions sent to this email address will not be considered. **The email contact for clarification and information is exclusively italiancouncil@beniculturali.it**. It will not be possible to contact the secretariat by telephone during the opening period of the call.

- Assistance** for problems that may be encountered during the uploading of the
7. application **will not be guaranteed during the 24 hours prior to the call's deadline**.