

**CALL FOR APPLICATIONS AND TERMS FOR THE SELECTION OF PROJECTS FOR THE *EL PALACIO*. 2025-2026
ARTIST RESIDENCIES AND CULTURAL ACTIVITY**

MEMORANDUM

The Gijón/Xixón City Council's Municipal Foundation for Culture, Education, and People's University supports current artistic creation while making contemporary artistic projects visible to society. As part of this commitment, the foundation has established an annual call for projects to receive funding for production as well as workspace, and residency at El Palacio. Artist Residencies and Cultural Activity.

NOTICE OF CALL

We hereby announce the call for applications for the selection of residency projects at ***EL PALACIO. ARTIST RESIDENCIES AND CULTURAL ACTIVITY***, subject to the following terms.

TERMS

1. PURPOSE

Through this call, Gijón/Xixón City Council's Municipal Foundation for Culture, Education, and People's University (hereinafter FMCEYUP) promotes the residency programme known as ***El Palacio. Artist Residencies and Cultural Activity***, hereinafter El Palacio, and aims to support the development and production of artistic, research and mediation projects in the following areas:

- a) Plastic and visual arts productions.
- b) Performing arts productions.
- c) Sound art productions (non-musical).
- d) Digital art productions.
- e) Audiovisual productions with artistic value.
- f) Literary creations.
- g) Curatorial and research projects related to the previously mentioned artistic fields.
- h) Cultural mediation and research projects in artistic education.

This call for applications for the **El Palacio** residency programme will select **up to ten projects**. Per the terms mentioned in points 3 and 11, the selected projects will receive workspace, living space, financial resources, and monitoring and access to production, research, and shared learning resources with other residents.

The residency will take place between July 2025 and June 2026, with a minimum duration of one month and a maximum of five. For the commencement of the programme, the organisation offers two dates from which applicants can choose: July 2025 or January 2026. Applicants must indicate their preference for one of these two dates in their application. However, the organisation, for the sake of proper coordination, reserves the right to establish the definitive dates for the selected projects. The selected project leaders are expected to make **El Palacio** their primary workplace during the residency, considering it is a shared workspace.

2. RECIPIENTS

Natural and legal persons, except for public entities, who have the legal ability to act and enter into contracts and do not fall under any contracting prohibitions stated in Article 71 of Law 9/2017 on Public Sector Contracts (dated November 8th) are eligible to apply for this call. The call is open to creators, artists, and cultural professionals working at the local, national, and international levels in the fields specified in point 1.

3. ENDOWMENT

3.1.- Financial allocation for the project's production and associated fees:

- 4,000 euros per project, including taxes, for the production of the selected project.
- 800 euros per month of residency, including taxes, as fees.

Projects presented by a legally constituted association, society, or group in any form provided for by law shall be treated as a single unit without any changes to the economic conditions. The fees are determined based on projects, not individuals.

For projects presented by a legally constituted association, society, or group, in any form provided for by law, that is authorised to issue invoices, billing will be carried out through the requesting entity.

In the case of projects where, in addition to the applicant, other individuals are involved, the applicant will be the sole recipient of the financial allocation for production and fees, while preserving the copyright of all participants in the project.

3.2.- Workspace. The residency will take place at **El Palacio**, located in Camino de los Caleros, s/n, and will include a workspace equipped with basic furniture and electrical outlets.

3.3.- Support and monitoring. The FMCEYUP coordination team will provide institutional monitoring and meetings with professionals from the sector linked to the residencies.

3.4.- This call does not cover the medical or other specific insurance required for the project's development. Likewise, the **El Palacio** residency programme does not cover expenses related to transportation and travel.

4. DEADLINE FOR SUBMITTING APPLICATIONS

The application submission deadline starts the day after this call is published in the Official Gazette of the Principality of Asturias and ends after **30 calendar days**.

5. SUBMISSION OF APPLICATIONS

5.1.- Each individual may submit only one project. Individuals cannot submit a proposal if they are already part of a legally established association, society, or organisation submitting a proposal for the same call.

5.2.- Applications should be submitted in digital format through the Electronic Registry of the Gijón/Xixón City Council <https://gijon.es/registroelectronico> if electronic interaction is required. If electronic interaction is not needed, you may submit your application through the FMCEYUP Registry or the Network of Citizen Assistance Offices of the City Council by scheduling an appointment. They may also be presented in any ways provided for by Articles 16.4 and 16.5 of Law 39/2015, dated October 1st, on the Common Administrative Procedure of Public Administrations.

5.3.- Applications must include the required documentation attached:

- The **standard model application form** -which is available on the Gijón/Xixón City Council website at www.gijon.es, under "Presentar Documentación" (Submit Documentation). Standard PDF model application (Modelos Normalizados de Solicitud PDF), Download forms (Descarga de Formularios), [General Purpose Form 01.01 \(Formulario de propósito general\)](#)- duly signed by the applicant or the legal representative.

The application should be submitted in the entity's name if the applicant is a legally constituted association, society, or group in any form provided for by law. The application should also include a detailed list of the entity's members who will develop the project as its authors. This information should be included in the documentation that accompanies the application.

1.- Document accrediting the legal status:

1.1.- When the bidder is a natural person: The bidder's identity data will be verified ex officio by the contracting authority through the Identity Data Verification System, provided there was no objection by the bidder to data consultation. If the bidder refuses consultation, a **valid ID card** must be provided.

1.2.- When the applicant is a legal entity: The deed of incorporation or modification, registered in the Commercial Registry as required by applicable commercial legislation. If this requirement is unnecessary, the ability to act will be validated through the deed or document of incorporation, statutes, or founding act, which contains the regulations according to which the entity operates. If applicable, the entity must be registered in the relevant official registry. Contracts may only be awarded to legal entities whose services are aligned with their stated purposes, objects or scope of

activity as defined in their statutes or founding rules. This information must be verified through the documentation provided.

1.3.- When a bidder is a legal entity or is not acting in its own name: the person who signs or appears on behalf of the applicant must provide **sufficient evidence of their proxy powers**. Additionally, the representative's identity will be verified, ex officio, through the Identity Data Verification System, provided the bidder has no objection to data consultation by the FMCEYUP services. If the bidder refuses consultation, a **valid ID card** must be provided. If the company is a legal entity, a power of attorney must be registered in the Commercial Registry, where applicable. If the power of attorney is limited to a specific act, registration in the Commercial Registry is unnecessary.

2.- A file in PDF format that contains the required documentation listed below:

- The applicant's career record, as an individual or group, along with the latest artworks created or related to the proposal.
- A signed responsible declaration and documentation certifying ties to the territory of the Principality of Asturias must be provided by those applying under the category of projects that address territorial ties.
- Title of the project.
- Cover letter (maximum 300 words).

3.- Another file in PDF format that contains the required documentation listed below:

- Project description (maximum 2,000 words).
- A technical report of no more than ten pages in Arial font size 12, containing:
 - Goals.
 - Execution Calendar (indicating the preferred start date, either in July 2025 or January 2026).
 - Specific needs.
 - Methodology.
 - Detailed budget for the project production.
 - Up to 10 images, audio and videos may be uploaded via internet links or file-sharing systems.

Upon passing the selection process, the following additional documentation will be requested, regardless of the documentation already submitted for participation:

- Gijón City Council's creditors file. The form is available on the Gijón/Xixón City Council website, www.gijon.es, under "Presentar Documentación" (Submit Documentation). Standard PDF model application (Modelos Normalizados de Solicitud PDF) - Download forms (Descarga de Formularios, Model 09.01). This form is unnecessary, provided it has been submitted previously, and the data has not been modified.
- The duly signed Acceptance Form (Formulario de Aceptación) and the rules and protocols for using the space. By signing this form, you also commit to formalising the contract referred to in clause 8 and ensuring you meet the requirements specified in clause 2.

6. SELECTION PROCESS

6.1- A Mixed Evaluation Commission will be formed to evaluate and select the submitted applications. This commission will consist of technical staff from the FMCEYUP and independent professionals with skills and training in the various areas to which the call is open.

According to the provisions of Article 22.4 of the Ordinance on Equality between Women and Men of the Gijón/Xixón City Council (BOPA 4-VIII-2023), the members of the Assessment Committee are required to follow the principle of balanced composition. This principle is established in the Organic Law 3/2007 of March 22, which aims to achieve effective equality between women and men. According to Article 7 of the Ordinance on Equality between Women and Men of the Gijón/Xixón City Council (BOPA 4-VIII-2023), the Committee must be composed of both men and women. The number of members of either gender should not exceed sixty per cent or fall below forty per cent of the total members. The Committee must apply the general principles in the Ordinance to assess projects.

6.2.- When selecting projects, it is essential to ensure that the following conditions are met:

- Creators with roots in the Principality of Asturias will comprise at least 30% of the selected projects.
- At least 30% of the selected projects will be assigned to emerging creators.

For the purposes of this call, creators with ties to the territory of the Principality of Asturias are understood to be those who were born or reside in the region, or who have family ties up to the second degree within the region. As stated in section 5.3, this territorial connection must be justified in the application with documentation that verifiably proves it.

For the purposes of this call, "emerging" creators are defined as those up to the age of 35. However, all participants from legally established associations, societies, or groups implementing the project must be 35 or younger.

6.3.- The Committee shall decide by majority votes of its members. In case of a tie, the President's vote will be the deciding factor. Assessment and exclusion due to non-compliance with the requirements fall within the exclusive competence of the Assessment Committee.

6.4.- Assessment criteria:

1. Quality and coherence of the project.
2. Originality and innovativeness.
3. Artistic career and prospective projection.
4. Feasibility of realisation/Optimisation of economic and material resources.

7. DECISION

The selection process will prioritise publicity, transparency, competition, objectivity, equality, and non-discrimination principles.

The Assessment Committee will select up to ten projects. The exact start date of each residency project will be specified once the call has been resolved, taking into account the deadlines indicated in section 1.

The selected projects will be published on the Electronic Office of the Gijón/Xixón City Council and sent individually to the selected applicants at their provided addresses.

The FMCEYUP's Department of Cultural Innovation will take the necessary steps to organise and initiate the process for developing the terms and the call.

The Municipal Foundation for Culture, Education and People's University of the City Council of Gijón/Xixón agrees not to distribute or use information from non-selected projects.

Upon selecting the projects, non-selected individuals may request the return of their submitted originals in writing within two months of the procedure's results being published in the Electronic Office. Unclaimed projects will be destroyed within the specified period.

The Assessment Committee can declare the call null and void, in whole or in part, without any possibility of appeal. The Committee's decision will be final.

8. COMMITMENT OF ACCEPTANCE

The FMCEYUP **will sign a contract** with the selected individuals to establish each party's rights and obligations and the consequences of non-compliance.

In order to receive payments, the documentation specified in point 5 must be submitted to the FMCEYUP.

9. PAYMENT OF THE ALLOCATED AMOUNT

Payment will be made via bank transfer upon presentation of regulatory invoices, subject to fund availability.

9.1.- **The production of the selected project** will be paid in two instalments:

- After the contract is signed, 70% will be paid upon presentation of the implementation project and relevant invoice.
- The remaining 30% will be paid upon residency completion and project report delivery within one month from its completion.

9.2.- The fee invoice will be presented at the end of each month, along with the project implementation report for that period, and payment will be made accordingly.

10. IMPLEMENTATION PERIOD

The selected projects will be developed as residencies between July 2025 and June 2026, inclusive, as determined by the FMCEYUP. As stated in section 1, there will be two potential start dates for the residency period (July 2025 or January 2026). Applicants must indicate their preferred date in the application. However, the organisation, for the sake of proper coordination, reserves the right to establish the definitive dates for the selected projects.

11. PARTICIPATION TERMS

11.1.- The selected individuals will confirm their acceptance in writing within 15 calendar days of notification. Failing which, the selected individual or group will lose their status as such.

11.2.- The selected individuals agree to adhere to these terms throughout their residency. Any modifications to their project must be adequately reasoned to FMCEYUP and authorised in advance.

11.3.- Residents are required to attend meetings organised by the coordination team of the Municipal Foundation for Culture, Education, and People's University of the City Council of Gijón/Xixón for each project selected. Additionally, residents must participate in organised activities to promote the visibility of the selected projects. As a part of this residency programme, the individuals are expected to take part in the activities organised by FMCEYUP. This includes presenting the work results in a suitable format, attending meetings and activities related to the residency's back-up programme, and contributing to the programme's visibility and communication by sharing the work process upon request from the programme's coordination team.

11.4.- Every public communication related to the selected projects must explicitly mention **El Palacio**, including work processes and resulting works on any medium or platform, as follows: *project created at El Palacio. Artist Residencies and Cultural Activity financed by the Municipal Foundation for Culture, Education and People's University of the City Council of Gijón/Xixón*, with the relevant logos. The FMCEYUP programme coordination team requires selected individuals to provide graphic and/or visual content to explain their work during the residency.

11.5.- Residents must adhere to the internal rules governing the use of El Palacio spaces. These rules pertain to schedules, security protocols, use of materials, cleaning, and available facilities, among other things. Prior to their incorporation, residents will be provided with a copy of these rules, which they must review and sign for approval. Residents will live alongside other people. Therefore, they must exhibit tolerant behaviour, take care of common areas, and be respectful and open to personal and professional exchange.

11.6.- The residency projects will run alongside other activities organised by the FMCEYUP. Residents will be given sufficient notice before any other activities are held in the area so their work schedule can be adjusted accordingly to ensure harmonious coexistence of activities.

11.7. A project selected for **El Palacio's** artist residency programme will be disqualified from receiving other FMCEYUP subsidies, preventing it from being submitted to both calls.

11.8.- The selected individuals willingly agree to be featured in photographs, videos, or any other visual content captured during their residency and related to the artistic project. They grant permission for FMCEYUP to use these visuals for promotional and informational purposes. This material may be used for future FMCEYUP informational or promotional activities.

11.9.- Unless otherwise stated in clause 11.7, the residency project's financing may be combined with other public or private funding. The FMCEYUP must be duly informed and approve it. Co-financing will only be granted if none of the project participants or entities are believed to engage in criminal activities.

11.10.- If the projects or activities require regular contact with minors, then the selected person must provide a negative certificate from the Central Registry of Sexual Offenders to the Municipal Foundation for Culture, Education and People's University of the Gijón/Xixón City Council **before starting the activities**. All staff members directly involved with the activities should provide this certificate. Alternatively, the staff can submit an individualised authorisation accompanied by a photocopy of their ID card. The relevant form is available on the Gijón/Xixón City Council website (www.gijon.es) under the section "Submit Documentation. (Presentar Documentación). Standard model application in PDF format (Modelos Normalizados de Solicitud PDF) - Download forms (Descarga de Formularios).

Model 03.60) to enable the Municipal Foundation for Culture, Education and People's University of the Gijón/Xixón City Council to obtain said information.

11.11.- The selected individuals must adhere to all current regulations that apply to them. Specifically, they must comply with Organic Law 3/2007, of March 22, which ensures the effective equality of women and men (BOE 71, dated March 23, 2007) and the Law of the Principality of Asturias 2/2011, of March 11, which focuses on the equality of women and men and the eradication of gender violence (BOE 106, dated May 4, 2011). These laws prohibit all forms of direct or indirect gender-based discrimination.

11.12.- The selected individuals must fulfil all the specified conditions and obligations. Non-compliance may result in immediate termination of residency and funding.

12. COMMITMENTS OF THE MUNICIPAL FOUNDATION FOR CULTURE, EDUCATION AND PEOPLE'S UNIVERSITY OF THE CITY COUNCIL OF GIJÓN/XIXÓN

The FMCEYUP will assess, supervise, and monitor the project's development, coordinate tasks, and ensure that deadlines are met.

The FMCEYUP will use its various public communication channels to disseminate the project effectively.

13. INTELLECTUAL PROPERTY

The call participants must ensure that their projects are original and that they own all rights, including intellectual property rights. If the proposal includes rights of third parties, participants must obtain necessary rights, authorisations, and/or licenses and indemnify FMCEYUP.

The selected individuals grant FMCEYUP non-exclusive rights to publicly communicate their selected projects through any media. This includes expressly disseminating and publishing on the Internet and social media, provided that such activities are related to the convening institution's objectives. This grant of rights does not affect the individuals' moral rights in relation to their authorship.

Similarly, the selected individuals must properly acknowledge El Palacio. Artist Residencies and Cultural Activity and FMCEYUP on their digital platforms like websites, social media, etc. They should also disseminate this project within the scope of this call and beyond.

The FMCEYUP commits to fully respecting the author's rights to their work and always acknowledging their authorship.

14. DATA PROTECTION

14.1.- As per the EU Regulation 2016/679, of 27 April 2016, the personal information provided by the candidates will be processed to manage their participation in the Artist Residency programme. The legitimate basis for processing this data is the parties' mutual interest in facilitating the submission of applications, projects, works, etc., in accordance with the terms provided. The data will not be transferred to third parties unless required by law.

The parties involved in this programme agree to comply with the obligations set forth in Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons concerning the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), within the terms applicable to them. They also agree to comply with the Organic Law 3/2018 of 5 December, on the Protection of Personal Data and Guarantee of Digital Rights and national secondary regulations. The parties will ensure the security, confidentiality, and integrity of any personal data they may access or process within the framework of the programme promoted by this call.

Under no circumstances will any personal data contained in the files be transferred, communicated, or accessed by third parties not related to the intended services within the programme's framework, except in cases where the personal data is collected for the specific purposes of the Public Administration.

The Spanish Data Protection Agency will hold each party directly responsible for any violation of their obligations in this regard.

14.2.- Basic information on data protection:

Data controller: Gijón/Xixón City Council.

Purpose: The collected personal data will be processed to provide public services following established procedures.

Rights: The "Privacy Policy" contains a link to standardised models for exercising rights of access, rectification, deletion, opposition, and limitation of data processing.

Additional information: For more information on data protection, please refer to the "PRIVACY POLICY" section on the Gijón/Xixón City Council's Electronic Office at <https://sedeelectronica.gijon.es/politica-de-privacidad>

15. ACCEPTANCE

The participants agree to abide by these rules fully by joining this call.

16. DISPUTE RESOLUTION

16.1 - NOTICE OF CALL: To resolve any disputes or conflicts arising from the call, an individual must submit a written request to the FMCEYUP through the Registry, which is responsible for interpreting and resolving doubts regarding the call's development and compliance.

16.2.- CONTRACTS: The contracts are governed by various articles of Law 9/2017, of November 8, on Public Sector Contracts, including articles 25, 26, 27, 118, and others that are applicable. The contracting body has the authority to interpret these contracts and resolve any doubts about them, subject to the limits and requirements specified in Article 190 of the same law. The contracting body also has the power to modify the contracts for public interest, hold the contractor liable for any damages resulting from the contract's execution, suspend or cancel the contract, and determine its effects. The contracting body can also inspect the activities carried out by the contractors during the execution of the contract as long as it follows the terms and limits established by the law for each type of contract.

According to Article 27 of Law 9/2017 on Public Sector Contracts (dated November 8th) the competent authority in cases of non-compliance or dispute in the interpretation of the contract shall be as follows:

- The administrative courts have jurisdiction over contract preparation and award matters.
- The civil courts have jurisdiction over disputes arising between the parties regarding the effects and termination of the contract, with the exceptions established in said provision.

Both parties agree to submit to the jurisdiction of the Courts and Tribunals of Gijón/Xixón. They expressly waive the right to any other jurisdiction or domicile.

17. CONTACT DETAILS

If you have any questions or require additional information, please email elpalacio.residencias@gijon.es with the subject line "Convocatoria de residencias artísticas 2025-2026" (Call for Artist Residencies 2025).