

H.C. Andersen Festivals' Terms and requirements for projects in the official program 2019

By submitting the application the project applicant(s) acknowledges to have read and accepted the following:

To be able to be part of the H.C. Andersen Festivals' official program in print and online, the application must be submitted by November 1st 2018.

The application is not considered received and submitted for assessment by the festival committees until you have received a confirmation email from the festival.

The evaluating committee reserves the right to accept or reject a project from receiving financial support and / or be part of the festival's official program.

To be included in the H.C. Andersen Festival's official program 2019 the project must live up to the following terms and requirements:

- The project must relate to the H.C. Andersen Festivals' central concepts which can be found on hcafestivals.com under 'About the festival' and 'The world of Hans Christian Andersen'.
- It must be possible for all within the target group to participate and / or sign up on a first-served basis. It is not possible to apply for grants and / or inclusion in the official program with an entrance-by-invitation-only event.
- The project's activities during H.C. Andersen Festivals must take place in the official festival area in Odense city.
- It is expected that performers actively participate in the marketing of their own projects (find inspiration and download marketing templates at hcafestivals.com/performers)
- Marketing materials for all events included in H.C. Andersen Festivals must include the festival logo, together with the festival's signature colour in either the header and footer or as the background colour. (See specifications and download templates and logos at hcafestivals.com/marketing).
- Transportation for children to/from Odense and the salary of managers, teachers or daycare workers are normally not part of the financial support given by the festival to projects by educational institutions.
- For projects created by established cultural institutions and/or organizations operating costs and regular staff salaries cannot be part of the financial support given by the festival.
- The H.C. Andersen Festivals does not give financial support for marketing of single projects, i.e. pay for/ reimburse graphical production and print, ads and so forth.

- The H.C. Andersen Festivals reserves the right to apply for external funding (sponsors and foundations) to support the project in close collaboration with the organizer.
- Any changes in the project concept and budget must be submitted in writing. The festival's relevant evaluating committee and secretariat reserves the sovereign right to stop the financial support and / or remove the project activities from the festival's official program if the changes affect the concept to such an extent that the project no longer meets the rating conditions.

Upon acceptance of the project to the H.C. Festivals' official program, it is expected that the project (and its organizers, performers and crew) accepts that:

- The acceptance of the project in the festival program and the contents of the project cannot be made public before the official launch of the H.C. Andersen Festivals' program or parts hereof.
- The project activities are marketed as part of H.C. Andersen Festival's official program.
- The organizer is expected to promote the project in addition to the festival's overall promotion.
- Activities which are solely for schools and/or educational institutions are promoted in a dedicated program for that specific target group.
- The festival's overall graphical expression and guidelines must be used in ALL marketing efforts for the project. Find marketing inspiration and templates at hcafestivals.com/performers.
- If you promote your event on Facebook this must be coordinated with the festival Secretariat. The festival must be invited to be co-organizer and on Instagram these hashtags must be used: #hcafestivals #hcafestivals19
- Any press concerning project activities must be coordinated with the Secretariat.
- An event contract must be signed with the Secretariat by March 1st 2019.
- 5-10 lines of program text and picture must be delivered no later than March 14th 2019 to the Secretariat.
- The project organizer is to manage the project and attend to contact and settlement with project contributors.
- All applicable information needed by the festival for the issuance of permits by relevant authorities must be provided to the festival by April 1st, 2019.
- A technical rider must be submitted to the festival before April 29th 2019 along with a list of requests for volunteers (if needed).
- Payment form or invoice must be sent to the festival's finance department before August 1st 2019.

All applicants will receive reply from the reviewing committee.