

## **H.C. Andersen Festival conditions for projects in the official program 2025**

By submitting the application form, the project applicant acknowledges having read and accepted the following:

In order to be included in the official program of the Hans Christian Andersen Festival. Andersen Festival's official print and web program, the application form must be submitted NO LATER THAN 1 November 2024. The application form is only received and submitted for assessment by the festival committees when the sender has received a confirmation email from the festival. The festival reserves the absolute right to reject a project from receiving financial support and/or being included in the festival's official program.

**In order to be included in H.C. Andersen Festival's official program 2025, the committees have the following requirements for the project operator:**

- The project must relate to the H.C Andersen Festival's central concepts, which can be found at <https://www.hcafestivals.com/about-the-festival/central-concepts>
- It must be possible for everyone within the target group to participate and/or register on a first-come, first-served basis. It is therefore not possible to apply for a grant and/or inclusion in the official program with a closed invitation-only event.
- The project's activities during the H.C. Andersen Festivals must take place within the official festival area in the centre of Odense.
- H.C. Andersen Festivals does not provide financial support for separate marketing of projects, including graphic production and printing, adverts, etc.
- For projects carried out by educational institutions, there is generally no support for transporting children to/from the city or for the working hours of managers, teachers or pedagogues.
- For projects carried out under established cultural institutions, H.C. Andersen Festivals cannot be expected to provide financial support for employees' salaries and operating costs.
- H.C. Andersen Festivals has the right to seek external funding (sponsors and foundations) to support the project in close coordination with the operator.
- All changes to the project concept and budget must be submitted in writing. The Festival Secretariat reserves the absolute right to stop the financial support, reduce the support and/or remove the project's activities from the official festival program if the changes affect the concept to such an extent that the project no longer meets the judging conditions and/or the content agreed in the contract.

**Upon acceptance of the project to the H.C. Festivals' official program, it is expected that the performer 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's activities are marketed as part of H.C. Andersen Festival's official program.
- Activities that are only for schools and institutions are marketed in a separate program for the target group.
- Actors are expected to actively participate in the marketing of their own project both in print and online, including on social media. Get inspiration and download templates at <https://www.hcafestivals.com/performers>
- All marketing material for events supported by H.C. Andersen Festivals must carry the festival's signature pink colour, either top, bottom or background colour, and the festival logo. Templates and logo can be downloaded at <https://www.hcafestivals.com/performers>
- The performer is expected to contribute to promotion of the project to the press in coordination with the festival secretariat. All press concerning the project's activities must be coordinated with the secretariat.
- Marketing initiatives in the form of films and electronic media such as radio spots must begin with "[Actor name] and Hans Christian Andersen Festivals presents".
- If you are marketing your activity on Facebook or Instagram, this must be coordinated with the festival. The festival must be invited to be a co-organiser of the event and the following hashtags used in Instagram posts: #hcafestivals #hcafestivals25
- An event contract will be signed via the secretariat before 1 March 2025.
- 5-10 lines of program text and images must be submitted to the secretariat by 1 March 2025. A form for this will be sent from the secretariat.
- All applicable information needed by the festival for the issuance of permits by relevant authorities and a list of wishes for technical equipment must be provided to the festival before April 1st 2025.
- Request for volunteers (if needed) must be submitted to the festival by April 1st 2025.
- The performer is expected to co-ordinate their own project and handle communication with and any settlement of accounts with the contributors in the project.
- The performer is responsible for accommodation, catering and transportation.

All applicants receive a response to the committee's decision after the assessment process.

13.09.24