

## Information sheet: how to obtain aid for cultural projects

This notice specifies the rules applicable to the granting of aid for cultural projects. To create their application, project owners must fill in the form for aid for cultural projects. The application must be filed **at least six months prior** to the implementation of the project. Projects that meet all or most of the following criteria are eligible for either financial or logistical aid.

The college of aldermen, or where applicable, the municipal council, shall exercise its discretion as to whether or not to grant aid, based on the application: **applicants have no guaranteed entitlement to such aid, whether financial, logistical or otherwise.**

Aid may be granted to non-profit associations, businesses and/or private individuals operating in the following fields:

- Visual arts, architecture, design and crafts
- Dance
- Literature
- Music
- Multidisciplinary projects
- Theatre and live performances
- Circus and street art
- Audiovisual creation, independent cinema
- Heritage, history, folk traditions
- Sociocultural

### Eligible individuals, associations and projects

The aid is intended for non-profit associations, organisers of cultural events, businesses, artist troupes, groups, ensembles and collectives, and private individuals residing in the Grand Duchy of Luxembourg. On the other hand, purely commercial projects are not eligible.

### Deadline for applications

Project owners wishing to apply for aid must submit their complete application (comprising the form and the necessary supporting documents) to the City of Luxembourg **no later than six months prior to the project start date**. If any supporting documents are missing from the application, valid reasons must be given. Retrospective applications (i.e. those filed after a project has been implemented) will be rejected.

### Filing an application

The application must include the following documents:

- Completed and signed application form for aid for cultural projects
- Detailed description of the project(s)
- Detailed draft budget for the project(s) in question
- If you are an ASBL (non-profit organisation): a copy of the articles of association
- If you are an artist: a detailed CV
- Photos, reproductions or publications of previously created works including, where applicable, those that have received support from the City of Luxembourg (optional)
- Press kit showcasing previous projects (optional).

Applicants may also attach any other documents they deem useful in support of their application.

The applicant must send their complete application, for attention of the City of Luxembourg's college of aldermen, either by post or by email to [coordinationculturelle@vdl.lu](mailto:coordinationculturelle@vdl.lu).

Upon receipt of the application, the municipal administration will send the applicant:

- an acknowledgement of receipt, if the application is complete; or
- a letter indicating which documents are missing to complete the application.

In all cases, only **complete** applications filed by the specified deadline will be considered by the City.

### Amount of aid

Financial support from the City of Luxembourg cannot cover 100% of costs.

Applicants must agree to also seek other sources of funding.

### Terms and conditions and payment of the aid

After the aid is approved, applicants must fulfil certain obligations:

- The aid granted must be used solely to cover costs and expenses related to the project.
- Any project-related presentation, information or advertising material intended for the public, including the website of the subsidised project, must bear the statement "Avec le soutien de la Ville de Luxembourg" (With support from the City of Luxembourg) and the [City of Luxembourg logo](#). Such documents must be submitted to the *Service Communication et Relations Publiques* (Communications and Public Relations Department) for approval prior to publication.
- Applicants must voluntarily submit to the City:
  - any information or document that may be useful for the City as it processes and manages the application (changes to or cancellation of the project, etc.) ; and
  - evidence<sup>1</sup> of the project's completion.
- Within three months of the project's completion, supporting documents must be submitted, in the form of an activity report on the outcome of the project, and a financial report that includes a detailed statement of the project's revenue and expenses. The City reserves the right to have the detailed statements checked by a representative appointed by the college of aldermen.

No aid will be disbursed to the project owner **until the City has received evidence that the project in question has been completed**. If the project is cancelled or is not completed, for any reason whatsoever, any aid that has been approved will not be paid by the City.

### Protection of personal data

1. By applying for aid for a cultural project using the dedicated application form, and notably by appending their signature to said form, the project owner authorises the City of Luxembourg to process their personal data included on said form.
2. Such data is processed for the purpose of processing and assessing the application for aid for cultural projects submitted by the project owner.

Project owners are advised that:

3. They have the right to access, rectify and request the erasure of their personal data, and to limit or object to the processing of such data. They also have the right to data portability. At any time, they may withdraw the consent they granted by submitting their application. Nonetheless, the processing of their personal data prior to the withdrawal of their consent shall remain legal.
4. In certain cases, as provided for in the General Data Protection Regulation (GDPR), the City of Luxembourg may object to the exercising of the above rights. Withdrawal of consent and the subsequent deletion of the project owner's personal data shall invalidate the project owner's application for aid for cultural projects, as the application can no longer be assessed by the municipal administration.
5. The City of Luxembourg is the data controller. To withdraw their consent, or for any queries concerning the processing of their personal data, applicants may contact the data controller:

Administration communale de la Ville de Luxembourg, 42, place Guillaume II, L-1648 Luxembourg or protectiondesdonnees@vdl.lu, or the Data Protection Officer at the same postal address, or dpo@vdl.lu

6. Applicants have the right to lodge a complaint with the National Commission for Data Protection (1, avenue du Rock'n'Roll, L-4361 Esch-sur-Alzette).
7. The City of Luxembourg's personal data protection policy is available at [www.vdl.lu/en/legal-notice](http://www.vdl.lu/en/legal-notice).

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<sup>1</sup> This may be a book, CD, programme, advertisement, invitation, press review, etc.