



MINISTER OF CULTURE OF THE REPUBLIC OF LITHUANIA

**ORDER
ON THE APPROVAL OF THE DESCRIPTION OF PROCEDURES FOR
THE ADMINISTRATION OF THE BALTIC CULTURE FUND 2025-2027**

28 November 2024, No IV-940
Vilnius

In implementation of the Agreement between the Ministry of Culture of the Republic of Estonia, the Ministry of Culture of the Republic of Latvia and the Ministry of Culture of the Republic of Lithuania on the Establishment of the Baltic Culture Fund concluded entered into on 8 July 2018, and in accordance with Articles 4(1) and 4(11) of the Law of the Republic of Lithuania on the Lithuanian Council for Culture,

I hereby approve the Description of Procedures of the Administration of the Baltic Culture Fund 2025-2027 (attached).

Acting Minister of Culture

Simonas Kairys

APPROVED BY
Minister of Culture of the Republic of Lithuania
Order No IV-940 of 28 November 2024

DESCRIPTION OF PROCEDURES FOR THE ADMINISTRATION OF THE BALTIC CULTURE FUND 2025-2027

SECTION I GENERAL PROVISIONS

1. The Description of Procedures for the Administration of the Baltic Culture Fund 2025-2027 (hereinafter referred to as the “Description”) sets out the requirements for projects and applicants to be funded by the Baltic Culture Fund in the period 2025-2027, the procedure for submitting applications, their evaluating and funding.

2. The description is drawn up in accordance with the Agreement between the Ministry of Culture of the Republic of Lithuania, the Ministry of Culture of the Republic of Estonia and the Ministry of Culture of the Republic of Latvia on the Establishment of the Baltic Culture Fund of 8 July 2018 (hereinafter referred to as the “Agreement on the Establishment of the Baltic Culture Fund”) and the Statutes of the Baltic Culture Fund (hereinafter referred to as the “Statutes”).

3. The Baltic Culture Fund shall be administered and the selection of projects shall be organised by the Lithuanian Council for Culture (hereinafter referred to as the “Council”).

4. The working language of the Baltic Culture Fund shall be English.

5. Funding under the Description shall only be granted to projects of a non-economic nature which exclusively pursue social or cultural objectives and provide a free service or where the funds collected from the paid service cover only part of the actual project costs, as defined in the European Commission Notice on the notion of State aid as referred to in Article 107(1) of the Treaty on the Functioning of the European Union.

SECTION II REQUIREMENTS FOR APPLICANTS AND PROJECTS

6. Applications which meet the objective and conditions of the Baltic Culture Fund referred to in sub-paragraph 1.6 of the Statutes may be submitted by legal persons registered in the Republic of Estonia, the Republic of Latvia or the Republic of Lithuania (hereinafter collectively referred to as the “Baltic States”).

7. Funding under the Description shall be granted for joint projects composed of partners from all three Baltic States.

8. For the purposes of implementation of the project, a team must be set up and the roles and responsibilities must be allocated among the partners.

9. One of the project partners must operate as a coordinator; the coordinator shall submit the application and shall be responsible for the proper use of the funding received.

10. The project partners must have the organisational and financial capacity to implement the project in a proper and timely manner and to ensure the continuity of the project results:

10.1. the partners may not have acquired the status of a legal entity in bankruptcy, restructuring or liquidation, or be undergoing reorganisation;

10.2. the partners may not have tax debts to national budgets;

10.3. the partner must have submitted the annual financial statements as well as the annual consolidated financial statements to the Register of Legal Entities, as provided for in the Regulations of the Register of Legal Entities approved by Resolution No 1407 of the Government of the Republic of Lithuania of 12 November 2003 “On the approval of the Regulations of the Register of Legal Entities” (only applicable to the applicants registered in the Republic of Lithuania);

10.4. the project must aim at clear, real and measurable results. The project must not adversely affect the horizontal principles of sustainable development, innovation/creativity and equal opportunities for all set out in the National Progress Plan;

10.5. the coverage of any project implementation costs for which funding is not granted in accordance with the procedure laid down in the Description must be ensured;

10.6. the project must be in line with the European Union competition policy provisions.

SECTION III

REQUIREMENTS FOR APPLICATIONS AND THEIR SUBMISSION PROCEDURE

11. Applications (hereinafter referred to as “applications”) shall be accepted in a form to be determined by the Chair of the Council, following the announcement of their acceptance on the Council's website www.ltkt.lt in January of the current year.

12. In the call, the following information shall be stated:

12.1 the deadline for receipt of applications;

12.2. the method of presenting applications;

12.3. full name, telephone number and e-mail address of the Council employee responsible for the call;

12.4. other relevant information.

SECTION IV

EVALUATION OF APPLICATIONS

13. The evaluation of applications submitted to the Council shall consist of three stages:

13.1. evaluation of administrative conformity;

13.2. expert evaluation;

13.3. evaluation and decision-making at the Meeting of the Members of the Council.

14. The evaluation of administrative conformity shall be carried out by the Council staff member(s) appointed by order of the Chair of the Council (hereinafter referred to as “Council staff member”).

15. During the evaluation of administrative adequacy, the application shall be registered and it shall be determined whether it has been submitted in accordance with the requirements set out in paragraphs 6, 7, 9, 10.1 to 10.3, 11, 17 to 19 of the Description and the in the call.

16. The evaluation of the administrative conformity of applications shall be carried out no later than within 20 business days after the registration of all applications.

17. If, during the evaluation of administrative conformity, any defects of the application submitted are found (e.g. failure to provide contact details of the applicant and/or partners, project title, project deadlines, amount requested, area of activity, failure to sign the application in a due manner, etc., failure to provide documents confirming the partners' commitment to participate in the project), the Council staff member shall inform to the applicant thereof once by sending an e-mail to the address stated in the application and shall set a period of at least 3 business days to remedy for the applicant to remedy the defect. If the applicant fails to remedy the defects within the time limit set, the Chair of the Council shall take a decision on the conformity of the application to the administrative requirements. If it is decided that the application does not conform to the administrative requirements and will therefore not be forwarded for expert evaluation and will not be considered, the Council staff member shall inform the applicant of the decision by sending an e-mail to the e-mail address stated in the application no later than 3 business days after the adoption of the decision.

18. The application will also not be forwarded for expert evaluation and will not be considered if:

18.1. the application was submitted by a method other than that specified in the call or was submitted after the call deadline;

18.2. the application and/or its annexes is/are filled in incorrectly, or all the required documents are not enclosed (e.g. the document is filled in on a different form, the document in filled in incompletely, etc.).

19. In the event of any other defects in the application not covered by this Description, the Chair of the Council shall decide on the administrative conformity of the application, taking account of the provisions of the Statutes and this Description.

20. If it is found that the application conforms to the requirements set out in paragraphs 6, 7, 9, subparagraphs 10.1 to 10.3, paragraphs 11, 17 to 19 of the Description and the calls, it shall be submitted for expert evaluation.

21. The Expert Committee shall evaluate the application through a competitive process in accordance with the procedure set out in subparagraph 6.4 of the Statutes, according to the evaluation criteria set out in point 6.3 of the Statutes. In addition, applications must conform to the requirements of paragraph 8 and subparagraphs 10.4 to 10.6 of the Description.

SECTION V SETTING UP THE EXPERT COMMITTEE AND DELIVERING THEIR CONCLUSIONS

22. The Expert Committee for the period 2025-2027 shall be composed of 6 experts:

22.1. one expert shall be delegated by the Ministry of Culture of the Republic of Estonia, the Ministry of Culture of the Republic of Latvia and the Ministry of Culture of the Republic of Lithuania each;

22.2. one expert shall be delegated by the Cultural Endowment of Estonia, the State Culture Capital Foundation of Latvia and the Lithuanian Council for Culture each.

23. The following persons may not be members of the Expert Committees:

23.1. persons to which at least one member of the Meeting of the Members of the Council is related by marriage, partnership, affinity or consanguinity. In this context, persons

related by marriage, partnership, consanguinity or affinity are: spouses or partners (persons living together but not married), children and stepchildren, their spouses or partners and their children; grandparents, parents and adoptive parents, brothers and sisters of a member of the Meeting of the Members of the Council, their children and their spouses or partners;

23.2. persons who are managers of applicants/partners or managers of projects for which funding is applied for.

24. The establishment of the Expert Committee shall be formalised by an order of the Chair of the Council.

25. The composition of the Expert Committee shall be published on the Council's website within 3 business days of the establishment of the Committee.

26. The work of the members of the Expert Committee shall be based on the principles of objectivity, independence, impartiality, confidentiality, the rule of law, equality, transparency and any other principles relevant to the expert activities.

27. The Council shall organise the work of and shall provide technical support to the Expert Committee.

28. The main form of action of the Expert Committee in evaluation and delivering its conclusions on application funding shall be the meeting. A meeting shall be valid if it is attended by at least 1 member of the Expert Committee from each Baltic country and at least 4 members of the Expert Committee. The meeting shall be organised remotely by means of communication.

29. During the meeting of the Expert Committee, the work of the Expert Committee shall be organised and chaired by the Chair of the Expert Committee who shall be elected by open vote of a simple majority of the members of the Expert Committee at the first meeting of the Expert Committee. The Chair of the Expert Committee must organise the meeting of the Expert Committee in a way that ensures the conformity of the findings of the Expert Committee to the requirements of the Statutes and this Description.

30. The Expert Committee shall deliver its conclusions on the funding of the applications within a time limit to be indicated by the Council which shall be determined taking account of the time limit set out in paragraph 32 of the Description. The conclusions of the Expert Committee shall be documented in the minutes of the meeting. The minutes shall be signed by the Council staff member and the Chair of the Expert Committee.

31. The conclusions of the Expert Committee adopted at the Expert Committee meeting, i.e. the list of projects proposed to be funded funding (stating the applicant, the title of the project and the amount proposed to be granted), and the list of projects proposed to be not funded (stating the applicant and the title of the project) shall be submitted to the Meeting of the Members of the Council. Such conclusions shall be presented to the Meeting of the Members of the Council by the Chair of the Expert Committee of Experts or, in his/her absence, by another member of the Expert Committee. All members of the Expert Committee are entitled to participate in the presentation.

SECTION VI ADOPTION OF THE FUNDING DECISION

32. The Meeting of the Members of the Council shall adopt the decision on project funding no later than within 2 months after the closing date for applications. This time limit

may be extended by a reasoned decision of the Council and, in such a case, the applicants shall be informed thereof within 10 business days.

33. After discussion with the members of the Expert Committee who drafted the report, the Meeting of the Members of the Council shall have the right to adopt a decision different from that the one recommended by the Expert Committee. In such a case, the reasons for changing the expert evaluation shall be stated in the minutes of the Meeting of the Members of the Council.

34. The Meeting of the Members of the Council may take a different decision than the one recommended by the Expert Committee in the following cases:

34.1. in the event of circumstances due to which it is necessary to exclude an expert or experts from the evaluation of the application(s);

34.2. if it becomes apparent that the applicant/partner and/or the project(s) do not conform to the requirements set out in the Description and the Statutes;

34.3. in the event of other circumstances that were not known at the time of the expert evaluation, such as a change in the geopolitical, economic, epidemiological situation or other significant change in society;

34.4. in other exceptionally justified cases.

35. If a project is awarded funding, the Meeting of the Members of the Council shall decide to allocate all or part of the amount requested. A part of the requested amount shall be allocated to the applicant in cases where the project estimate is not justified or where funds are insufficient. A part of the requested amount shall be allocated with the assumption that the project will achieve its objectives.

36. Applicants shall be informed of the decisions taken by the Meeting of the Members of the Council no later than within 3 business days after the date of adoption of such decisions. The results of the project selection shall also be published on the website of the Lithuanian Council for Culture www.ltkt.lt.

SECTION VII CONTRACT CONCLUSION AND PAYMENTS

37. The applicant which is awarded funding by a decision of a Meeting of the Members of the Council to award funding shall submit to the Council a duly completed and signed contract in the form laid down by the Chair of the Council Within 20 business days from the date of the decision of the Meeting of the Members of the Council.

38. If the applicant fails to submit the duly completed and signed contract to the Council by the deadline set out in paragraph 37 of the Description, no funding shall be granted.

39. At the end of the project period, the project promoter must submit to the Council, within 10 business days at the latest, an activity report in a form to be determined by the Chair of the Council (hereinafter referred to as the "report").

40. The report, signed by the project promoter, shall be sent to the Council to the e-mail address indicated in the call.

41. If the project promoter fails to submit the project report within the deadline set out in the Description, the Chair of the Council shall decide on the unilateral termination of the funding contract concluded with the project promoter. In such a case, the project promoter (project coordinator) shall lose the right to apply for and receive funds administered by the Council for a period of one year from the date of the decision of the Chair of the Council, and

shall be obliged to reimburse the funds received from the Council within a time limit set by the Council.

42. If, for any reason, an applicant which has received funding is unable to implement the project, it must immediately inform the Council in writing, stating the reasons, and reimburse the allocated and unused funding within a time limit specified by the Council.

43. The Council shall have the right to:

43.1. request information, documents or other material in relation to the implementation of the project from the applicant which has received the funding;

43.2. unilaterally terminate the funding contract and demand repayment of all or part of the funding granted under the contract if:

43.2.1. the applicant which has received the funding fails to duly comply with the terms and conditions of the contract;

43.2.2. the funds allocated for the implementation of the project are used by the applicant which has received the funding not for the intended purpose;

43.2.3. the funds allocated for the implementation of the project are used by the applicant which has received the funding not in accordance with the estimate.

44. In order to inform the public about the use of the Baltic States' budget funds for funding of cultural and artistic projects, all promotional and information materials of the project must state that the project is funded by the Baltic Culture Fund.

SECTION VIII PROVISION OF INFORMATION AND DATA PROTECTION

45. The Council shall provide applicants and promoters with information on the Expert Committee's conclusion on the funding of the project (stating the applicant, the title of the project, the proposal to fund or not to fund the project, the amount proposed to be allocated) and the decision taken by the Meeting of the Members of the Council (stating the applicant, the title of the project, the decision to fund or not to fund the project, and the amount to be allocated). In the event that the Meeting of the Members of the Council has adopted a different decision on the project funding than the one proposed by the Expert Committee in its conclusion, the applicants shall be provided with the reasons justifying the decision adopted by the Meeting of the Members of the Council). The applicants shall not be provided any additional information. The Council shall only submit applications and reports to third parties with the consent of the applicants and project promoters.

46. Information other than that referred to in paragraph 45 of the Description shall be provided to persons in accordance with the procedure established by the Law of the Republic of Lithuania on the Right of Access to Information and the Re-use of Data.

47. The personal data contained in the application shall be processed by the Council as data controller for the purposes of administration of different fields of culture and art, programmes, projects and other measures, for the organisation and coordination of cultural and artistic research, for the purposes of monitoring ongoing cultural and artistic projects, and for the purposes of document management. The processing of personal data shall be carried out in the public interest and in compliance with the legal requirements applicable to the Council, in accordance with Articles 6(1)(c) and 6(1)(e) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing

Directive 95/46/EC (General Data Protection Regulation). Personal data shall be retained for the period set out in the Council's documentation plan and the description of the procedure for the management of personal data in the Lithuanian Council for Culture.

SECTION IX FINAL PROVISIONS

49. Any issues arising in the administration of the Baltic Culture Fund that are not covered by this Description shall be addressed in accordance with the provisions of the Agreement on the Establishment of the Baltic Culture Fund and the Statutes.

50. Decisions of the Meeting of the Members of the Council may be appealed to the Council in accordance with the procedure laid down in the Law of the Republic of Lithuania on Public Administration, or to the Administrative Disputes Commission of the Republic of Lithuania in accordance with the procedure laid down in the Law of the Republic of Lithuania on Pre-Trial Administrative Dispute Resolution, or to the Regional Administrative Court in accordance with the procedure laid down in the Law of the Republic of Lithuania on Administrative Proceedings.

51. Applicants which violate the requirements of the Description and/or the funding contract shall be liable in accordance with the procedure laid down in the Civil Code of the Republic of Lithuania and the Description.

52. Project promoters must retain the financial documents of project costs and revenues for 10 years.
