

## JOINT CALL COMPETITION

**NOTICE OF COMPETITION FOR THE COLLECTION OF IDEAS  
FINALIZED TO CONNECT THE CREATIVE INDUSTRY TO THE  
CULTURAL HERITAGE OF MUSEUMS INVOLVED IN THE  
INNOCULTOUR PROJECT**

***WP 3. INVOLVMENT INSTITUTIONAL ACTORS IN JOINT  
PROMOTION OF CULTURAL HERITAGE***

***WP 3.4 JOINT CALL COMPETITION - INNOCULTOUR PROJECT -  
ITALY CROATIA PROGRAMME***

**CUP: J29D17000780005**

**CIG: ZE9260FD72**

*Resolution of the Board of Directors pf DELTA 2000 no. 10*

1

European Regional Development Fund

DELTA 2000 soc. cons a r.l.  
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## 1) GENERAL INFORMATION

### 1.1) ORGANISING BODY

- **Organising body:**

GAL DELTA 2000 SOC. CONS A R.L. –

STRADA MEZZANO 10 – 44020 OSTELLATO (FE)

Tel. 0533/57693-4 – Fax 0533/57674, PEC: [deltaduemila@pec.it](mailto:deltaduemila@pec.it) .

### 1.2) COORDINATION

- **Sole Responsible of the Procedure** (R.U.P.) Angela Nazzaruolo

- **Secretary:** Lidia Conti

Address: Strada Mezzano, 10 CAP: 44020 Località: Ostellato Provincia: Ferrara

### 1.3) TYPE OF THE PROCEDURE

The competitive procedure called by GAL DELTA 2000 SOC. CONS. A R.L. was ordered by resolution of the Board of Directors of the 22.11.2018 no. 10 and subsequent act to contract 22.11.2018

**This notice does not constitute a prize event pursuant to Article 6 Exclusions of Presidential Decree 430/2001.** *“We do not consider competitions and prize operations: a) the competitions organized for the production of literary, artistic or scientific works, as well as for the presentation of projects or studies in the commercial or industrial field, where there is an awarding of the prize to the author”*

Tale concorso di idee non si riferisce neppure ai concorsi di progettazione di cui al D.LGS 50/2016 art. 154, 155,156.

The prize awarded to the participants has the value of payment for work performance and the assignment will take place through an open procedure, in anonymous form, and by

**evaluation of the qualitative proposal only according to the criterion set out in art. 95 - paragraph 7 of the Legislative Decree 50/2016.**

In particular, participation is open to all the subjects referred to in point 3.2 of the present Call, except for the cases of exclusion referred to in point 3.4.

The participants will have to elaborate an ideational proposal that allows the Selection Committee to identify, by means of a ranking, the winners, for a total of a maximum number of 3.

For the procedures of the competition and for the relations between the organizer and competitors, they must be anonymous.

The Competition of ideas through an open procedure in a single degree, anonymously, which will end with the selection of the best 3 ideas selected with n. 3 winners.

The competition announcement was published on the profile of the client: [www.deltaduemila.net](http://www.deltaduemila.net).

Responsible of the procedure is *Angela Nazzaruolo*, email: [info@deltaduemila.net](mailto:info@deltaduemila.net).

#### **1.4) OBJECT OF THE COMPETITION**

Object of the present Competition of ideas is the acquisition of ideational proposals **FINALIZED TO CONNECT THE CREATIVE INDUSTRY TO THE CULTURAL HERITAGE OF MUSEUMS INVOLVED IN THE PROJECT INNOCULTOUR CTE PROGRAM 2014-2020 ITALY-CROATIA CUP: J29D17000780005 - CIG: ZE9260FD72**

The INNOCULTOUR project aims to capitalize on the results obtained through the MUSEUMCULTOUR project, funded in the 2007-2013 period through the IPA ADRIATICO program, focusing on new forms of integration between cultural heritage, tourism supply and the creative industry.

The starting point of the project are some key concepts of the marketing and communication strategy developed within Musuemcultour as a base from which to start. The aim is to promote

museum sites and less known territories but of undoubted importance within the framework of the cultural heritage of the Italy-Croatia area and to explore their potential for economic development, through the use of new technologies linked to the creative and cultural industry.

The activities are focused on the active involvement of the main stakeholders, local population, subjects / actors of the creative industry in order to identify creative and innovative solutions for the preservation and enhancement of the cultural heritage; all this also through meetings, workshops, collections of ideas in order to collect proposals for the integration of traditional cultural offer with the new technologies and opportunities offered by ICT and to strengthen the virtual accessibility of the destinations involved in the project.

The **project activities** are as follows:

#### WP 1 - PROJECT MANAGER AND COORDINATION OF ACTIVITIES

Start-up activities, Day-to-day project management, coordination and internal Communication, Steering and monitoring of the project Implementation, financial management

#### WP 2 - COMMUNICATION ACTIVITIES

Start-up activities with press conferences organized by each project partner, press office organization, realization of printed communications tools (flyers, brochures, posters) and digitals (web site, facebook etc); dissemination events.

#### WP 3 - INVOLVEMENT OF INSTITUTIONAL ACTORS IN JOINT PROMOTION OF CULTURAL HERITAGE

The objective of the WP is to mobilize different institutional actors and representative of civil society and business for the purpose of promoting less known cultural heritage sites. The following kinds of stakeholders will be involved: person responsible of managing cultural heritage sites such as museum managers and director, heads of public agencies responsible for tourism promotion, representatives of tourist operators, local populations, young people, creative industry operators and similar.

For this aim will be realized : 1 implementation strategy for marketing and promotion activities;

1 database with a list of best practices regarding the integration of ICT tools in cultural heritage sites, available at the link <http://www.priodoslovni.com/eu-projekti/innocultour/innocultour.php>; 1 Joint Call Competition.

#### WP 4 . IMPROVEMENT OF ACCESSIBILITY TO CULTURAL HERITAGE SITES

The objective of the WP is to improve accessibility to less-exploited cultural heritage destination by integrating ICT solutions into the traditional offer of museum and cultural heritage sites. The WP will implement in practice the suggestions of the best ideas obtained through the results and input of WP 3. The aim is also to attract a different target in the museums as young people, people with disabilities and other special needs (es. Elderly people, etc.)

#### WP T5 . CAPITALISATION OF EXISTING STRATEGIES AND APPROACHES REGARDING CULTURAL TOURISM FOR THE ADRIATIC AREA

The aim of the WP is to implement and integrate existing promotion and marketing strategies that were developed in previous territorial cooperation projects, which focused on the tourism potential of museums.

#### Project partners are:

- Lead Partner DELTA 2000, Italy [www.deltaduemila.net](http://www.deltaduemila.net)
- PP2 Regione Molise (Italy), [www.regione.molise.it](http://www.regione.molise.it)
- PP3 Regione Veneto, Direzione Beni Attività Culturali e Sport, Area Capitale Umano e Cultura (Italy), [www.regione.veneto.it](http://www.regione.veneto.it)
- PP4 RERA –PI RERA S.D. for coordination and development of SPALATO DALMAZIA COUNTY (HR), [www.rera.hr](http://www.rera.hr)
- PP5 Museo di Scienze Naturali / Natural History Museum Rijeka, [www.priodoslovni.com](http://www.priodoslovni.com)

The **museum sites** that will be involved are:

**LP DELTA 2000** will involve the Musei del Bosco e del Cervo di Mesola <http://www.prolocomesolaeventi.it/il-castello> and Museo del Sale di Cervia

<http://musa.comunecervia.it/> together with the visit center of the Salina di Cervia and its territories.

**PP1 REGIONE MOLISE** will involve the network of Musei e dei Castelli del Fortore Molisano

1. Campolieto, Ethno-antropological Museum: <https://lastrinacampolieto.wordpress.com/mostra/>
2. Jelsi, MuFeG (Wheat Festival Museum): <http://www.mufeg.it/>
3. Riccia, Museum of the Arts and Popular Traditions: <http://www.prolocoriccia.it/it/turismo/museo-delle-arti.html>
4. Gambatesa, Di Capua Castle: <http://www.musei.molise.beniculturali.it/musei?mid=870&nome=castello-di-capua>

**PP2 Regione Veneto** will involve the Museo di Chioggia <http://museo.chioggia.org/> e il Museo dei Grandi Fiumi di Rovigo [www.museograndifiumi.it](http://www.museograndifiumi.it).

**PP3 RERA** will involve 4 ethno eco villages on Hvar island - Humac, Velo Grablje, Malo Grablje  
All four villages will be presented at one place (in museum in Stari Grad, <https://msg.hr/> ), on following links you can find a short description for each one of villages with general information:

Velo Grablje	<a href="https://www.otok-hvar.hr/destinations/velograblje/velograblje">https://www.otok-hvar.hr/destinations/velograblje/velograblje</a>
Malo Grablje	<a href="https://www.visit-hvar.com/destinations/velograblje/malograblje">https://www.visit-hvar.com/destinations/velograblje/malograblje</a>
Rudine	<a href="https://www.otok-hvar.hr/destinations/starigrad/rudine">https://www.otok-hvar.hr/destinations/starigrad/rudine</a>
Humac	<a href="https://www.otok-hvar.hr/destinations/humac/humac">https://www.otok-hvar.hr/destinations/humac/humac</a>

**PP4 Rijeka Museum** will involve the main site [www.prirodoslovni.com](http://www.prirodoslovni.com) and the permanent exhibition of Kaštel Zrinskih <http://www.prirodoslovni.com/kastel-zrinskih/>

For the participation in the present call the candidates will have to present an ideational proposal with reference to the following thematic areas:

- a) **ideas aimed at communicating small museums and the connection with the territory:**  
the ideas that will be proposed must take into consideration the museums involved in

the projects and the partner areas. In particular, the proposal will have to specify which content the small museums should communicate to be more attractive and to which audience and which targets (young people, general public, scientists, etc.).

- b) **which better technologies to communicate the contents that are intended to be disseminated**, both with reference to any technological tools to be placed inside museums, and with reference to any technological tools to be positioned outside them and therefore in the surrounding area, both with reference to instruments of communication of a general nature to be used through online media;
- c) **common guidelines for partners and new ideas for connecting creative industries to cultural heritage**, which can then be used by project partners to finalize subsequent museum and communication setup actions,

Each competitor must submit a report containing the ideational proposals for each thematic area and any attachments as specified in par. 5.2 of this notice.

The ideational proposals may be of a general and common nature for the museums involved and may provide details regarding the individual museums involved in the project and / or the areas in which the museums involved in the project are located.

**3 competitors will be selected who presented the best ideational proposals, based on the definition of a ranking that will be carried out on the basis of the criteria indicated in par. 4. The awards will be recognized as follows:**

**1° ranked: € 5.000,00 + VAT**

**2° ranked: € 3.000,00+ VAT**

**3° ranked: € 2.000,00+ VAT**

The selected ideas will be taken into consideration by the partners of the INNOCULTOUR project that in collaboration with local experts identified by each partner will be presented and discussed with the referents of the museums involved and with the local experts in order to prepare the feasibility study aimed at the implementation of the actions referred to in the WP 4.1 and WP 4.2 of the project itself.

The selected design ideas, together with the proposals emerging from the local workshops carried out by the partners in the WP 3 of the project, and together with the local experts and the managers of the museums involved, represent an added value in order to enhance the museums premises and create links between the creative industry and local heritage.

The aim is precisely that of raising the quality of the design and layout and communication of small museums in order to open the doors of museums and small towns to a young audience and not just professionals.



## 2) COMPETITION CALENDAR AND DOCUMENTATION

### 2.1) CALENDAR

The following table shows all the **deadlines** for the Competition:

Object	Date
<b>Publication</b>	19 December 2018
<b>Request for clarification</b>	15 January 2019
Publication requests clarifications and related answers	Within 22th January 2019
<b>DOCUMENTATION DELIVERY</b> , within 12.00	8th February 2019
<b>Evaluation of the proposals</b>	Within 15th February 2019
<b>Public session for the opening of administrative documents and provisional ranking proclamation</b>	22th February 2019
<b>Verification of the requirements, publication of the final ranking with the announcement of the winners, together with the evaluation reports</b>	Within 30 day of the publication of the temporary ranking
<b>Publication of all the ideational proposals of the participants</b>	Publication on the project's website and on LP DELTA 2000 website <a href="http://www.deltaduemila.net">www.deltaduemila.net</a> within March 2019

## 2.2) COMPETITION DOCUMENTATION

The organizing body provides the following documentation:

- **Competition call :/ Joint call competition**
  - **Competition Forms**
  - Annex A: Application for participation and Declaration of subsistence of the participation requirements provided for by article 3.2 of this notice and the absence of incompatibility reasons provided for by article 3.4, as well as the absence of grounds for exclusion provided for by article 80 of Legislative Decree no. 2016 to be presented by all the subjects in the case of grouping
  - Annex B: Authorization to participate in the competition for employees of institutions, institutions or public administrations.
  - **Informative documentation:**
    - Summary of the INNOCULTOUR project in Italian and in English with details on the activities to be carried out with details on the museum sites involved in the relevant museum links.
- The aforementioned documentation is published **in a special section of the competition website** referred to in point 1.3, where it is possible to download it.

## 3) REGULATORY REFERENCES TO THE PROCEDURAL RULES

### 3.1) REGULATORY REFERENCES

- Interreg V A IT-HR - Italy-Croatia Cross Border Cooperation Programme document adopted by the European Commission on 15th December 2015, Decision C (2015) 9342 (CCI 2014TC16RFCB042) and further amendments;
- Subsidy contract signed between Managing Authorities Italy Croatia REGIONE VENETO and delta 2000 as Lead Partner related to the project with ID: 10041182 Project acronym: INNOCULTOUR Project title: Innovation and Promotion of Adriatic Cultural Heritage as a Tourism Industry Driver firmato in data 09 Aprile 2018
- Partnership agreement signed between the project partners on 14th May 2018.
- DELTA 2000 regulation referred to the "Procurement Code" as per Legislative Decree 50/2016 and any subsequent amendments and / or additions.

### 3.2) SUBJECTS ADMITTED TO PARTICIPATION

The competition of ideas is open to the economic operators referred to in art. 3 letter p) of Legislative Decree 50/2016 and subsequent amendments: natural or legal persons, public bodies, groupings of such persons or bodies, including any temporary association of companies, an entity without legal personality, including the European Group of Economic Interest (EEIG) established pursuant to Legislative Decree 23 July 1991, n. 240, which offers on the market the realization of works, the supply of products or the provision of services.

Qualified employees are also permitted to participate in compliance with the regulations governing employment, with the exception of the employees of the contracting authority.

Competitors who can participate must not be in the exclusion conditions referred to in art. 80 of Legislative Decree 50/2016 and they should be able to legally exercise the activities object of this announcement.

Participants can avail themselves of a multidisciplinary approach of consultants, collaborators, or artists; each individual consultant or collaborator must be declared, together with the qualification and nature of the consultancy and / or collaboration. Duties and assignments to consultants and / or collaborators are defined within the competing group without this having relevance in the relations between the competitor and DELTA 2000 soc. cons. at r.l.

All costs for the production of the ideational proposal are entirely at the expense of the competitor.

### 3.3) PRELIMINARY AID

The deficiencies of any formal element of the application, and in particular, the lack, the incompleteness and any other essential irregularities, with the exclusion of those relating to the project proposal, can be remedied through the procedure of preliminary investigation as per art. 83, paragraph 9 of the Code.

### 3.4) REASONS FOR EXCLUSION AND LIMITS FOR PARTICIPATION

The following participants are excluded from the competition:

- causes of exclusion pursuant to art. 80 of the Code;
- prohibitions to contract with the public administration.

Also excluded from the participation in the Competition are those, who may be favored due to the performance of preliminary services for the purposes of the Competition and / or their

involvement in the preparation of the Competition Rules and / or in the realization of the Competition and / or that could influence the decisions of the jury.

This applies in particular to the following subjects:

- a) the Coordinator, the members of the technical coordination secretariat, the members of the jury;
- b) spouses, relatives of the 1st, 2nd and 3rd degree of the persons referred to in letter a);
- c) the direct superiors and collaborators of the persons indicated in letter a);
- d) directors, councillors, employees of the organizing Authority;
- e) employees of organizations, institutions and public administrations without specific authorization to participate in this competition by the institution to which they belong;
- f) those who are inhibited by law or disciplinary measure or by contract for the exercise of the profession.

People who have had or have a continuous or well-known relationship with the organizer can participate only if they are not directly involved in the development of the Competition theme.

It is forbidden for competitors to participate in the competition in more than one temporary grouping or ordinary consortium of competitors, or to participate in the competition even individually if they have participated in the same competition in a group or ordinary consortium of competitors. The violation of this prohibition involves the exclusion from the Competition of all the competitors involved.

The same prohibition exists for freelancers, if participating in the Competition, in any form, a professional company or an engineering company of which the professional is a director, partner, employee, consultant or project collaborator (ex co.co.co.). The violation of these

prohibitions involves the exclusion from the Competition of all the competitors involved.

Participants and jurors may not have any contact regarding the subject of the competition for the entire duration of the same, under penalty of exclusion.

### 3.5) PARTICIPATING CONDITIONS

Participation in the Competition implies the acceptance without reservation of all the rules contained in the present Competition Rules and in the Competition documentation.

For anything not expressly provided for by the present disciplinary, reference is made to Legislative Decree 50/2016 and to the norms dictated by the relevant legislation. In the context of this call for tender, the information provided by the same notice and / or other competition documents containing the operating instructions for the procedure is intended for tendering instructions;

### 3.6) ANONYMITY

The anonymity of the participants will be guaranteed for the entire duration of the competition, up to the evaluation of the technical offer.

### 3.7) COPYRIGHT

With the payment of the prize, the Awarding Authority takes ownership of the winning works.

In any case, copyright and intellectual property of the project proposals remain with the respective authors.

The organizing body has the right to publish all the ideational proposals received after the conclusion of the competition, reporting the names of the respective authors and without any additional compensation for them.

The awarding body may use the winning project proposals or parts of them for the realization of the project activities in particular with reference to the WP 4 of the INNOCULTOUR project. The beneficiaries will have the right, but not the obligation, to avail themselves of the winners for the development of the final and executive projects in compliance with the regulations in force.

The authors in turn will have the right to publish their works by applying the logo of the program and the project (as in the header of the notice) and the logo of the client DELTA 2000, or even through presentations, citing the source of funding for idea, and in any case at the end of the competition procedure.

### 3.8) COMPETITION LANGUAGES

The official language is Italian or English.

Requests for clarification and the Competition entries must be written in Italian or English.

## 4) PROJECT PROCESSING PHASE AND DELIVERY

The project and administrative documentation can be presented in Italian or in English only by the web platform available at the link <https://innocultour.deltaduemila.net> exclusively through this IT platform where, at the same time as entering data such as: name, surname, e-mail, it will be possible to upload the documentation into two separate sections: - one called "Documentazione progettuale" for project documentation referred to in paragraph 4.1 and "Documentazione amministrativa" for administrative documentation referred to in paragraph 4.2.

### 4.1) PROJECT DOCUMENTATION (DOCUMENTAZIONE PROGETTUALE)

The project documentation to present is the illustrative and technical report as describe.

- **Illustrative and technical report** - maximum 10 sides UNI A4 format (excluding header) - vertical or horizontal orientation - for up to 100,000 characters including spaces. The report should describe:

- a) **The ideational proposal aimed at communicating small museums and the connection with the territory:** the ideas that will be proposed will have to take into consideration the museums involved in the projects and the partner areas. In particular, the proposal will have to specify which content the small museums should communicate to be more attractive and to which audience and which targets (young people, general public, scientists, etc.);



- d) **which better technologies to communicate the contents that are intended to be disseminated**, both with reference to any technological tools to be placed inside museums, and with reference to any technological tools to be positioned outside them and therefore in the surrounding area, both with reference to instruments of communication of a general nature to be used through online media;
- e) **common guidelines for partners and new ideas for connecting creative industries to cultural heritage**, which can then be used by project partners to finalize subsequent museum and communication setup actions;
- b) **diagrams, images, sketches**, of the project proposals in relation to the idea proposal, with also, by way of example, overviews, sketches illustrated with graphs, drawings, renderings, and other means deemed most appropriate to view the ideational proposals.

**The aforementioned documents must NOT contain references to the author.**

Works that are different from the aforementioned specifications or that contain recognizable elements (such as titles, logos, mottos, etc.) that could lead back to the paternity of the ideational proposal, will be excluded from the Competition.

All the project documentation as referred in this paragraph will be presented by file. The files must be in word or pdf file and eventually images in jpg format or video.

All the files referred to in this paragraph 4.1 must be inserted in a single compressed folder that must be named "DOCUMENTAZIONE PROGETTUALE" and must have a zip extension. (so the file name will be "DOCUMENTAZIONE PROGETTUALE" in zip format)

The maximum size of the zip file DOCUMENTAZIONE PROGETTUALE is 20Mb.

#### 4.2) REQUIRED ADMINISTRATIVE DOCUMENTATION (DOCUMENTAZIONE AMMINISTRATIVA)

At this stage, the following administrative documentation is required, **under penalty of exclusion**, by the individual participant or the authorized representative (already appointed or to be appointed):

- A) Annex A: Application for participation and Declaration of subsistence of the participation requirements provided for by article 3.2 of this notice and the absence of incompatibility reasons provided for by article 3.4, as well as the absence of grounds for exclusion provided for by article 80 of Legislative Decree no. 2016 to be presented by all the subjects in the case of grouping
- B) Annex B: Authorization to participate in the competition for employees of institutions, institutions or public administrations, if necessary
- C) Copy of an identification document (identity card, passport) of the professional candidate if in single form or of the legal representative in case of legal form or of the representative / group leader and of all the components in case of grouping.

All the project documentation as referred in this paragraph will be presented by file. The files must be in pdf and/or jpg.

All the files referred to in this paragraph 4.2 must be inserted in a single compressed folder that must be named "DOCUMENTAZIONE AMMINISTRATIVA" and must have a zip extension (so the name file will be "Documentazione amministrativa" in zip format )

The maximum size of the zip file DOCUMENTAZIONE AMMINISTRATIVA is 20Mb.

#### 4.3) REQUEST FOR CLARIFICATIONS AND COMMUNICATIONS

Candidates will be able to formulate questions and requests for clarifications by email to [info@deltaduemila.net](mailto:info@deltaduemila.net) or by fax 0533/57674 within the deadline set in the calendar in point 2.1.

The technical secretariat will collect the questions received and provide the answers; the collection of the questions received and the answers will be published on the official website of the Competition [www.deltaduemila.net](http://www.deltaduemila.net).

#### 4.4) METHODS OF SUBMISSION OF THE PROJECT AND ADMINISTRATIVE DOCUMENTATION

The participation at the Joint call competition is possible only on line using the web platform -> link [HTTPS://INNOCULTOUR.DELTADUEMILA.NET](https://innocultour.deltaduemila.net) where are available the complete competition call, competition forms and informative documentation .

The project and administrative documentations can be presented in Italian or in English exclusively by the web platform accessible at the link <https://innocultour.deltaduemila.net> , at the same time as entering data such as: name, surname, e-mail, it will be possible to upload the documentation into two separate sections: - one called "Documentazione progettuale" for project documentation referred to in paragraph 4.1 (so uploading the file "Documentazione progettuale" in zip format) and "Documentazione amministrativa" for administrative documentation referred to in paragraph 4.2. (so uploading the file "Documentazione amministrativa" in zip format ).

No other mode of transmission or participation is allowed.

Following the uploading of the documentation, a protocol number will be assigned automatically by the system; the assigned protocol will be sent by mail to the participant as confirmation of the insertion of the tender documentation.

ONCE INSERTED THE DOCUMENTATION AND PRESSED " **INVIA/SEND** " IT IS NO LONGER POSSIBLE TO MODIFY OR ELIMINATE THE FILES INSERTED.

The submission of administrative and project documentations must be **no later 12.00 a.m., 8<sup>th</sup> February 2019**

**IN ORDER TO GUARANTEE THE ANONYMITY, ON THE PROJECT WORKS/DOCUMENTATIONS, NO ATTESTATIONS, INDICATIONS, SIGNATURES, MOTTOS OR OTHER RECOGNITION ELEMENTS WITH THE ONLY EXCLUSION OF THE FOLLOWING SHALL BE NOT INDICATED.**

The participants have to present by the platform the following two files :

- **zip file that have to be called "DOCUMENTAZIONE PROGETTUALE.zip"** it must be uploaded on line in the platform using the bottom "DOCUMENTAZIONE PROGETTUALE

The project proposal must contain the project elements referred to in points a), b), c) d) and d) indicated in Par. 4.1.

All the project documentation as referred in this paragraph will be presented by file. The files must be in word of pdf file and eventually images in jpg format or video.

All the files referred to in this paragraph 4.1 must be inserted in a single compressed folder that must be named "DOCUMENTAZIONE PROGETTUALE" and must have a zip extension. (so the file name will be "DOCUMENTAZIONE PROGETTUALE.ZIP")

The maximum size of the zip file DOCUMENTAZIONE PROGETTUALE is 20Mb.

The zipped file DOCUMENTAZIONE PROGETTUALE containing: **Illustrative and technical report** - maximum 10 sides UNI A4 format (excluding header) - vertical or horizontal orientation - for up to 100,000 characters including spaces. The report should describe:

- a) **The ideational proposal aimed at communicating small museums and the connection with the territory:** the ideas that will be proposed will have to take into consideration the museums involved in the projects and the partner areas. In particular, the proposal will have to specify which content the small museums should communicate to be more attractive and to which audience and which targets (young people, general public, scientists, etc.).
- b) **which better technologies to communicate the contents that are intended to be disseminated,** both with reference to any technological tools to be placed inside museums, and with reference to any technological tools to be positioned outside them and therefore in the surrounding area, both with reference to instruments of communication of a general nature to be used through online media;
- c) **common guidelines for partners and new ideas for connecting creative industries to cultural heritage,** which can then be used by project partners to finalize subsequent museum and communication setup actions,
- d) **diagrams, images, sketches,** of the project proposals in relation to the idea proposal, with also, by way of example, overviews, sketches illustrated with graphs, drawings, renderings, and other means deemed most appropriate to view the ideational proposals,

**The aforementioned documents must NOT contain references to the author.**

Works that are different from the aforementioned specifications or that contain recognizable elements (such as titles, logos, mottos, etc.) that could lead back to the paternity of the ideational proposal, will be excluded from the Competition.

**The presentation of project documents must be made strictly anonymously, under penalty of exclusion, omitting any indication that may reveal the identity of the candidate.**

→ zip file that have to be called “DOCUMENTAZIONE AMMINISTRATIVA”: it must be uploaded on line in the platform using the bottom “DOCUMENTAZIONE AMMINISTRATIVA” .

All the project documentation as referred in this paragraph will be presented by file. The files must be in pdf and/or jpg.

All the files referred to at the paragraph 4.2 must be inserted in a single compressed folder that must be named "DOCUMENTAZIONE AMMINISTRATIVA" and must have a zip extension (so the name file will be “Documentazione amministrativa” in zip format )

The maximum size of the zip file DOCUMENTAZIONE AMMINISTRATIVA is 20Mb.

The zipped file DOCUMENTAZIONE AMMINISTRATIVA containing the files referred to in this paragraph 4.2, so:

- A) Annex A: Application for participation and Declaration of subsistence of the participation requirements provided for by article 3.2 of this notice and the absence of incompatibility reasons provided for by article 3.4, as well as the absence of grounds for exclusion provided for by article 80 of Legislative Decree no. 2016 to be presented by all the subjects in the case of grouping
- B) Annex B: Authorization to participate in the competition for employees of institutions, institutions or public administrations, if necessary
- C) Copy of an identification document (identity card, passport) of the professional candidate if in single form or of the legal representative in case of legal form or of the representative / group leader and of all the components in case of grouping.

## 5) EVALUATION PHASE AND FINAL OUTCOME

### 5.1) EVALUATION COMMITTEE

The appointment of the Evaluation Committee, will take place with a resolution of the organizing body. In particular, the Committee, selected according to criteria of transparency and competence and in compliance with the principles of conflict of interest, will be composed of the following members, including five staff representing at least one project partner and two alternates:

- Technicians representing the project partners involved in the project (see project partner INNOCULTOUR point 1.4):
- external experts with expertise on cultural, tourist and related issues, involved in the project as external experts, members of the Technical Expert Group established within the project;
- Managers or museum operators involved in the project.

as well as a secretary WITHOUT voting rights chosen among the employees of DELTA 2000 soc.cons. a r.l .. The Chairman of the Committee will be appointed within the Committee itself. If a member of the Committee is unable to attend one of the meetings of the Committee, he / she must promptly notify the Committee, and the person responsible for the proceeding will proceed to replace him or her. It will be the task of the President of the Committee to inform the incoming party of the work done previously.

The work of the Committee is reserved and may be carried out by videoconference among the members of the Committee, or via online communication means reserved to the members of the Committee. At the conclusion of the same, the Secretary will draw up the final minutes containing the ranking of the Competition, with the motivations for all the candidates, which will be validated by the members of the jury.

Ex-aequo is not allowed for the first place.

The decision of the Committee is binding for the organizing body that, after checking the requisites of the participants, will approve the ranking by means of a specific administrative provision.

The Judging Committee will have to complete its work within the time limit set in the calendar reported in point 2.1.

## 5.2) EVALUATION PROCEDURE AND CRITERIA

For each submitted proposal, the following elements will be examined and evaluated with the following criteria, as defined by the grid:

<b>Evaluation criteria</b>	<b>Max no. of points</b>
PROJECT QUALITY	70
Proposals that present references and details to the museums involved in the project	15
Proposals that specify the actions to be undertaken by type of target and / or type of museum involved	10
Degree of innovativeness of the proposals, understood as level of interaction between the proposed technologies and the proposals of contents to be disseminated	10



Innovative solutions for overcoming difficulties in the use of cultural contents by people with disabilities or frailties / weak users, children, young people, adolescents and the disabled.	10
Proposals for guidelines that can be easily translated into possible action plans by the project partners	10
Originality, innovation and overall quality of the ideational proposal in line with the objectives of the notice and with the thematic areas identified	15
<b>ECONOMIC SUSTAINABILITY AND FEASIBILITY</b>	<b>30</b>
Proposals presenting a general financial framework in the report with cost items and relative quantification	10
Degree of detail of the feasibility of the proposal presented described in the report: rapidity of installation and start-up, limited energy consumption, possibility of operation through the use of renewable sources, ease of maintenance	20
<b>TOTAL NO. OF POINTS</b>	<b>100</b>

The actual score assigned for each individual criterion will be equal to the average of the scores given by each individual juror expressed in tenths and then compared to the weight of the criterion itself.

### 5.3) REMUNERATION

**3 competitors will be selected who presented the best ideational proposals, based on the definition of a ranking that will be carried out on the basis of the criteria indicated in par. 5.2. The remuneration will be recognized as follows:**

**1° ranked: € 5.000,00 + VAT**

**2° ranked: € 3.000,00+ VAT**

**3° ranked: € 2.000,00+ VAT**

The aforesaid amounts are understood as inclusive of any charge, excluding the VAT if due and will be cleared within 60 days with effect from the date of enforceability of the administrative provision approving the ranking, upon presentation of an invoice or tax voucher by the winner.

In the case of serious and justified reasons, the jury may decide not to draw up a final ranking list and therefore not to remunerate any prize. It is also specified that the prizes will be awarded when the proposal reaches a minimum score of not less than 65 points.

To the authors of all *meritorious proposals*, after a positive outcome of the verification of the requirements of the participants themselves, a Certificate of Good Performance of the Service will be issued, which can be used at a curricular level.

#### 5.4) PROVISIONAL RANKING - VERIFICATION OF THE REQUIREMENTS OF THE WINNER - FINAL RANKING

The winners, identified on a provisional basis, and the remaining authors of the meritorious ideational proposals must provide within 30 (thirty) days from the request of the organizing authority the evidential documentation confirming the declarations made. Notwithstanding that the possession of the general requirements referred to in the preceding paragraphs must exist as from the presentation of the application for participation, the organizing authority invites, if necessary, the participants of the Competition to complete or provide, within a period of 10 days, clarifications regarding the content of the certificates and documents presented.

In the event of exclusion of the winner, the organizing body will proceed to adjust the final provisional ranking accordingly and to nominate as the winner of the Competition the first participant that follows in the ranking, after the positive outcome of the verification of the requirements.

Consequently, the final ranking will be drawn up with the definitive announcement of the winner and the recipients of remunerations, with publication on the website of the competition [www.deltaduemila.net](http://www.deltaduemila.net) and on the project website.

## 6) FINAL OPERATIONS

### 6.1) PUBLICATION OF THE IDEATIONAL PROPOSALS AND THEIR USE IN THE INNOCULTOUR PROJECT

The awarding body has the right to expose to the public all the proposals of the Competition, citing the name of the authors and collaborators, and to present an extract in the catalog of the Competition or in other publications, without this implying any claim to economic or other nature by the participants in the Competition.

The awarding body and the relative partners of the INNOCULTOUR project will be able to use the winning project proposals for the realization of the foreseen activities and will have the faculty, but not the obligation, to use the winning designers for the development of the final and executive projects by adopting the procedures in compliance with current regulations regarding the respective countries of project partners.

## 7) PROTECTION OF PERSONAL DATA AND JURISDICTIONAL PROTECTION

### 7.1) INFORMATION PURSUANT TO EU REGULATION 2016/679

Pursuant to current Italian legislation and EU Regulation 2016/679, the personal data acquired will be used solely for the purposes of this notice and related operations. The parties are granted the right to access their data, to request the correction, integration and any other right

therein contemplated. Pursuant to art. 71 of the D.P.R. n. 445/2000 , the awarding bodies are entitled to carry out suitable random checks and, in any case, in all cases where doubts arise as to the veracity of the substitutive declarations made for the purposes of participation in the competition.

## 7.2) CALL PUBLICATION

This call will be published on the website of the Organizing Body [www.deltaduemila.net](http://www.deltaduemila.net) and on the websites of the project partners.

## 7.3) JURISDICTIONAL PROTECTION

The announcement and the related and consequential acts to the Competition procedure can be challenged only through an appeal to the regional administrative court.

The art. 211 of Legislative Decree no. 50/2016 and the articles 119 and 120 of Legislative Decree no. 104/10 (Administrative Process Code) are applicable.

Competent Court: Court of Ferrara.