

Open Call
Rules and Regulations
Pillar 3 – Creativity

Article 1
Object and Objectives

1. The Open Call also referred to as Programme or CA, is managed by Associação Porto Digital, also referred to as Porto Digital or PD, an association registered in Porto under the number 506838730 with the address Largo do Dr. Tito Fontes, 15. 4000-538 Porto, Portugal, as a part of its strategy to promote Innovation and Digital Transition, inviting the Innovation and Technological, and Creative and Artistic communities to contribute to a more active and dynamic ecosystem.
2. The Programme consists of supporting entities and citizens who promote and boost the community of technology, innovation, science, entrepreneurship, creativity and knowledge, working directly on challenges posed to the city of Porto, thus seeking to increase the impact of the actions developed.
3. This regulation defines the terms and conditions for awarding financial support to promote artistic innovation and creation under Pillar 3 - Creativity of the CA. This pillar aims to challenge artists and artist collectives to submit proposals to integrate the new Porto Digital Gallery (PDG or Gallery), an open-air, digital public art gallery that aims to offer visitors new points of view on the city based on original digital art projects, accessible only by visiting a specific location, challenging artists and visitors to reflect on the city from the intersection between its material existence and the processes of digitalisation and dematerialisation. PDG extends to 13 locations in downtown Porto and the works presented in the Gallery are only available through site visits and interaction mediated by a mobile device. The locations planned for the Gallery under this call, for which the artistic and creative community is invited to submit proposals, are:
 - a) Travessa de Liceiras
 - b) Rua de Fernandes Tomás 760 (plaza)
 - c) Intersection of Rua de Alves da Veiga with Rua de Fernandes Tomás (R. Alves da Veiga, 134)
 - d) Intersection of Rua de Fernandes Tomás with Rua de Santos Pousada (nearby Campo 24 de Agosto)
 - e) Intersection of Rua do Morgado de Mateus with Rua do Visconde de Bóveda
 - f) Intersection of Rua de Santo André with Rua de Santo Ildefonso
 - g) Rua de Passos Manuel 178 (Passos Manuel Garage / Porto Coliseum)
 - h) Rua de 31 de Janeiro
 - i) Travessa dos Congregados
 - j) Rua de Alexandre Braga

Article 2

Awarding of Support

The Programme, with an overall budget of €50,000.00 (fifty thousand euros) under its Pillar 3 - Creativity, aims to support 10 (ten) applications that have submitted a project to be included in the Gallery. Each of the selected projects will be supported with a money amount of €5,000.00 (five thousand euros), exempt from VAT, as financial support. The allocation of the support amount is subject to the submission of an invoice. The support will be paid against receipt of an invoice.

Article 3

Purpose of the Support

The aim of the support is to develop the Gallery's participative component by challenging the artistic community to submit projects/pieces for exhibition over a 12-month period which, among other creative drivers, can make use of the open datasets that the city uses and makes available as part of its administration, promoting artistic creation, creativity and innovation.

Article 4

Support Modalities and Eligible Activities

1. The Programme will support selected activities in areas directly related to the Programme's objectives. In addition to other activities that contribute to the realisation of the proposed objectives, the following initiatives to be developed solely and exclusively in digital formats can be funded:
 - a) Soundscapes
 - b) Augmented reality solutions
 - c) Digital videos/films
 - d) Digital text
 - e) Digital painting and photography
 - f) Other digital formats significant to the context of the Porto Digital Gallery

2. The works presented or to be developed must be original and not previously presented in any context.

Article 5

Eligibility

The following are eligible to apply for this Programme:

1. All natural persons who cumulatively fulfil the following requirements:
 - a) Their situation is in order regarding taxes owed to the Portuguese State, as well as Social Security contributions;
 - b) They are not, for any reason, in breach of their obligations to the Municipality of Porto or Porto Digital.

2. All legal persons who cumulatively fulfil the following requirements:
 - a) Are regularly constituted and duly registered, if this is mandatory under the law;
 - b) Have governing bodies elected and in office, if applicable;
 - c) Have their situation in order regarding taxes owed to the Portuguese State, as well as regarding Social Security contributions;
 - d) Are not, for any reason, in breach of their obligations to the Municipality of Porto and Porto Digital.

Article 6

Jury

1. The jury for the Programme is appointed by Porto Digital and has the following members:
 - a) João Laia, Artistic Director of the Contemporary Art Department of Ágora - Cultura e Desporto do Porto, E.M., S.A. (President of the Jury)
 - b) Paulo Calçada, Executive Director of Associação Porto Digital (Member);
 - c) Patrícia Coelho, Assistant Curator at Galeria Municipal do Porto (Member)
 - d) Elisabete Monteiro, Porto Digital (1st Alternate)
 - e) Nuno Rodrigues, Pláka/Fonoteca Programme Coordinator (2nd Alternate)
2. The jury shall commence its duties on the working day following the dispatch of the competition announcement for publication, being responsible for the selection, analysis, and evaluation of applications.
3. The jury may only deliberate when the number of members present at the meeting corresponds to the number of full members, namely three members, whether full or substitute, ensuring that the number of evaluations corresponds to the number of members present in the deliberation.
4. The jury's decisions are taken by a majority of votes and must always be well founded.
5. The jury may ask Porto Digital to appoint a secretary. The role of secretary must be performed by a member of Porto Digital and appointed by the latter.
6. Persons who are legally prevented from taking part as members of the jury or whose independence and impartiality in the performance of their duties is impaired may not take part.
7. Impediments and incompatibilities may be known unofficially by Porto Digital.

8. The members of the jury are subject to the regime of impediments set out in Article 69 of the Portuguese Code of Administrative Procedure.
9. In the event of any circumstance likely to constitute an impediment, the effective member of the jury is replaced in the examination of the application in question by an alternate member of the jury.
10. If it proves impossible to analyse an application in compliance with the provisions of paragraph 3 of this Article, due to the impediment of the members of the jury and in the absence or impossibility of the alternate members, new members will be appointed by the Board of Directors of Porto Digital for this purpose.

Article 7

Application Process

1. The call for applications will be issued by public notice, which will include the following information:
 - a) Object of the call for applications;
 - b) Deadline for submitting applications;
 - c) How applications should be submitted;
 - d) The composition of the jury.
2. The notice will be publicised on the Programme's website, as well as in other media deemed appropriate.
3. Applications must be submitted using the form available on the Programme's website.
4. Applications must be submitted on the dates and under the other terms set out in the call for applications.

Article 8

Submission of Applications

1. Applications must be submitted using the information form available on the Programme's website.
2. Applications must be submitted exclusively electronically, via the address XXXXXXXX, and a single PDF document must be sent per application, in A4 format and with a maximum of 4 (four) pages, excluding the required declarations, support letters, if any, as well as a portfolio or link to access it and/or a sketch of the piece or link to access it to be considered by the jury, if possible. The single PDF document must not exceed 10Mb in size
3. Applications must include, in the following order:
 - a) Full identification of the person, natural or legal, applying, including curricular notes of the elements involved;
 - b) A brief description of the project or piece being submitted;
 - c) Link to photographs/videos/audio of the piece, whenever possible; If the materials include personal data of third parties, candidates must ensure that explicit and informed consent

has been obtained from the individuals concerned, in compliance with the applicable General Data Protection Regulation.

- d) A sworn statement that the project can be delivered by 30 June 2025;
- e) A list, in order of preference, of the locations for implementing/displaying the piece (see Article 1).
- f) A sworn statement that the support requested is intended exclusively for the project submitted;
- g) A sworn statement that the requirements referred to in Article 5 have been met;
- h) A sworn statement that copyright and all related rights have been safeguarded;
- i) A sworn statement that the work is being ceded to Porto Digital for exhibition in the Gallery;
- j) A sworn statement guaranteeing agreement with the allocation of the right of first refusal to the acquisition of the work presented. The artist may distribute the value of the support as they see fit (artist's fee, collaborator's fee and production fee), with the maximum amount to be deducted in the case of acquisition being €3,500 (three thousand and five hundred euros);
- k) A sworn statement authorising Porto Digital, Ágora, and the Municipality of Porto to use their name, image and reference to the activities free of charge, in whole or in part, for the purpose of promoting and disseminating the activities, anywhere in the world and by any means, including in publicity and promotional materials;

Article 9

Amendments and Exclusion of Applications

In the event of the Jury finding that applications are incorrectly instructed, candidates in this situation will be notified to provide clarification or submit the missing documents within three (3) business days, under penalty of exclusion of the application.

Article 10

Evaluation and Selection of Applications

1. The applications submitted under this Pillar 3 of the CA will be analysed by the jury, based on the documents submitted by the applicants and in accordance with the following criteria and respective weightings:
 - a) originality and innovation in terms of artistic discourse (40%) - OI;
 - b) curricular adequacy to the presented proposal (30%) - CA;
 - c) use of open datasets in the proposal (20%) - OD;
 - d) clarity, logic and systematisation of the presentation (10%) - CL
2. The applications will be classified and ranked in descending order, starting with the highest score, and the score will be awarded as follows:

- a) For each criterion, each member of the jury will give a score from 0 to 5;
 - b) The final score (FS) will be the result of applying the formula: $FS = (OI \times 0.4) + (CA \times 0.3) + (OD \times 0.20) + (CL \times 0.10)$ with the values 'OI', 'CA', 'OD' and 'CL' corresponding to the sum of the scores awarded by each member of the jury for each criterion.
3. In the event of a tie in the final score resulting in the attribution or non-attribution of a grant, the application with the highest score in the 'originality and innovation in terms of artistic discourse - OI' criterion will take precedence. If the score on the 'originality and innovation in terms of artistic discourse - OI' criterion is identical, the application with the highest score on the next criterion will take precedence, and so on until a tiebreaker is reached.
 4. The jury will value the submission of support statements or letters that substantiate the proper execution of the proposed projects, as added elements to the evaluation criteria it has defined.
 5. During the evaluation process, the jury may request additional clarification on any or all the information or elements contained in the application document, notifying the applicants to provide the necessary clarification within 3 (three) business days. If the deadline elapses without the applicant providing the necessary clarification, the jury will freely assess the application.

Article 11

Final Report - Proposal for the Allocation of Support

1. Following the examination and assessment process referred to in Article 10, the jury shall draw up a final report listing the proposals, their respective scores and the grounds on which they are based, in the form of a jury statement.
2. The final report and jury statement will be announced to the public in the same way as the call for tenders, and all candidates will be notified to express their position during the prior hearing period, under the terms of Articles 121 and 122 of the Portuguese Code of Administrative Procedure.
3. After the prior hearing period, the selected applications, as per the terms of the report, are notified to submit the following documents within a maximum of 5 (five) days:
 - a) Portuguese Identification Card or corresponding personal identification document (for which the consent form available on the programme's website must be fulfilled, signed and sent to PD), in the case of a foreign person, or, in the case of a legal person, a copy of the incorporation document and respective statutes, duly updated, as well as a copy of the minutes confirming the current governing bodies, or, if subject to commercial registration, a copy of the commercial registration certificate with all registrations in force; in the case of a cooperative, a credential proving the legal constitution and regular operation of cooperatives, issued by CASES or confirmed equivalent body;
 - b) An up-to-date declaration of regularised tax status, valid for over 2 months;

- c) An up-to-date declaration of non-debt to Social Security, valid for over 2 months.
4. Failure to submit the documents referred to in the previous paragraph by the established deadline will result in the award of the support to the next-placed application, which will be notified to submit the documents under the same terms.
5. The applications selected for the award of the support may, during the period referred to in paragraph 3, appoint a project partner, to whom they delegate the management of the contract for the purpose of implementing the project, by submitting the respective documents referred to in paragraph 3 of this Article by the established deadline. The partner organisation must cumulatively fulfil the following requirements:
 - a) To be a duly constituted and duly registered legal person, if required by law;
 - b) Have governing bodies elected and in office, if applicable;
 - c) Have its situation in order regarding taxes owed to the Portuguese State, as well as regarding Social Security contributions;
 - d) Not be in a situation of non-compliance, by any reason whatsoever, with the Municipality of Porto or Porto Digital.

Article 12

Decision to award the support

1. It is the responsibility of the Porto Digital Board of Directors to decide on the eligible applications for the allocation of support, based on the jury's proposal.
2. The Porto Digital Board of Directors reserves the right not to allocate the full amount of support provided for, if it is determined that there are not enough meritorious applications to justify its allocation.
3. The decision made by the Porto Digital Board of Directors regarding the applications that will receive support shall be communicated to all applicant entities, with a list of the approved applications, by email to all candidates, and published on the official website of the Open Call: <https://convocatoriaaberta.porto.digital/>

Article 13

Support Agreement

1. Grants will be awarded based on a support grant agreement, which will set out the duties of the beneficiaries of the grants, namely the duty to allocate the full amount awarded by Porto Digital as support to the submitted project;
2. The amount of support referred to in Article 3 will be made available as follows:

- a) €2,500 (two thousand five hundred euros), plus VAT at the legal rate in effect, if applicable, within 10 (ten) days of signing the contract and upon receipt of the respective invoice;
 - b) €2,500 (two thousand five hundred euros), plus VAT at the legal rate in effect, if applicable, after delivery of the project and proper installation on the visualisation platform, upon receipt of the respective invoice.
3. The copyright of the works created with the support granted here is not transferred to Porto Digital.

Article 14

General Provisions

1. Porto Digital reserves the right to amend this competition programme until the submission of applications, informing the applicants of the modifications along with the identification of the reasons that led to such modifications.
2. Porto Digital may annul the decision to allocate any support if it determines that the beneficiary entity has engaged in any unlawful act during the submission of the application or the execution of the activities.
3. Porto Digital reserves the right to request the suspension of some or all communication actions that do not comply with the necessary rules and authorisations.
4. Porto Digital shall not be held liable for any potential cancellation, annulment, or modification of this Programme due to force majeure.

Article 15

Doubts and Omissions

Any doubts or unforeseen cases not covered by these rules and regulations shall be decided by the jury and Porto Digital when appropriate.

Open Call
Privacy Notice
Pillar 3 – Creativity

1. Identity and Contact Details of the Data Controller

Porto Digital (hereinafter, PD)

NIPC: 506838730

Registered Office: Largo do Dr. Tito Fontes, 15 - 4000-538 Porto, Portugal

Telephone Contact: 222 058 412

Email Contact: info@portodigital.pt

2. Data Protection Officer

Email contact: dataprotection@portodigital.pt

Purpose(s) of Processing and Legal Basis

As part of the "Open Call" project, promoted by the Municipality of Porto and coordinated by Porto Digital, aimed at promoting innovation and digital transition in the context of the city of Porto, and for the purpose of assessing the eligibility of candidates and ensuring their obligations, personal data identified in this questionnaire will be collected. The legal basis for the processing of the data is to comply with a legal obligation to which the Data Controller is subject, in accordance with Article 6(1)(c) of the General Data Protection Regulation (GDPR).

3. Categories of Personal Data

Name of the responsible party

Email contact of the responsible party

Address

Telephone contact of the responsible party

VAT identification number

Retention of Personal Data

The data will be retained for the period strictly necessary to achieve the identified purposes and to conduct audits of the project. Notwithstanding the specified retention period, the data may be kept for longer periods if required for compliance with legal obligations.

Rights of the Data Subject

At any time, you have the right to request access, rectification, portability, erasure, objection, or restriction of the processing of your personal data. You may exercise your rights through info@portodigital.pt. You may also contact the Data Protection Officer (DPO) via dataprotection@portodigital.pt. Without prejudice to any other administrative or judicial remedies, you also have the right to lodge a complaint with the Supervisory Authority in Portugal, the National Data Protection Commission (CNPD).