**CONTRIBUTIONS FOR VISITS BY RESEARCHERS, TEACHERS, EXPERTS, CULTURAL PERSONALITIES AND CULTURAL OPERATORS UNDER CH. 2619/7. OPERATING INSTRUCTIONS FOR OFFICES ABROAD.**

PROCEDURE FOR FOREIGN APPLICANTS

**Who can apply for the grant?**

Researchers, teachers, experts, cultural personalities and foreign cultural operators invited to stay at Italian universities or cultural institutions for study or research may apply to the Ministry of Foreign Affairs and International Cooperation (MAECI) for a grant consisting of partial coverage of living expenses, paid in the form of a lump sum.

**How much is the grant?**

The grant consists of an all-inclusive, lump sum, calculated as follows:

* for the first six days, €120 per day;
* for the seventh and eighth day, €93 per day.

There is no funding beyond the eighth day. The sum payable to a single beneficiary cannot exceed €906. For the purposes of the calculation, only the days of actual performance of cultural and/or research activities are taken into account.

**Where do I send the application?**

Foreign citizens who wish to apply for a grant can submit their applications to their local Italian Cultural Institute according to their place of residence. If there is no Italian Cultural Institute in the applicant’s country of residence, the application must be forwarded to the local Italian Embassy or Consulate.

**Which documents must be included in the application?**

The request for the grant must be sent at least 40 days before carrying out the stay. The application must include the following documents:

|  |  |
| --- | --- |
| Att. 1 | Declaration in lieu of certification (see below) |
| Att. 2 | Letter from the Italian university or cultural institution with which you have been invited to stay in Italy |
| Att. 3 | Letter of acceptance of the invitation |
| Att. 4 | Curriculum Vitae |
| Att. 5 | Copy of a valid identity document |
| Att. 6 | Signed privacy policy statement (see below) |
| Att. 7 | Form containing the personal data and bank details of the beneficiary, to be completed and sent in Word format only. Documents saved in other formats will not be accepted (see below) |
| Att. 8 | Any further useful documentation |

**How is the grant paid?**

Grants to foreign beneficiaries will be paid by Office III of the Directorate General for Public and Cultural Diplomacy through the offices abroad that have received the application, by bank transfer.

**Do I have to draw up a final report?**

Yes, foreign citizens who are awarded a grant must send a report on the work carried out in Italy to the office abroad to which they submitted the application. The report must be sent within thirty days of the end of the period spent in Italy.

**What is the application approval process?**

The application is either accepted or refused by the office abroad to which you sent it:

* applications that are accepted are sent to Office III of the Directorate General for Public and Cultural Diplomacy (DGDP) exclusively via messaging;
* applications that are refused are rejected and the applicants are notified.

Office III of the DGDP evaluates the applications received from the offices abroad:

* if it agrees with the assessment by the office abroad, it replies with approval of the application via messaging, and the office abroad informs the applicant;
* if it does not agree with the assessment made by the office abroad, it replies expressing rejection of the application via messaging, and the office abroad informs the applicant.

**ATTACHMENT 1**

**= FOREIGN APPLICANTS =**

**DECLARATION IN LIEU OF CERTIFICATION**

(Art. 46 of Italian Pres. Decree No 445 of 28 December 2000)

The undersigned .................................................................................................. , born in ……………………………. on … /… / ……, resident in ……………………………………………………… ………………………………………………… ……………………… .. (enter full address)

**HEREBY DECLARES**

* to be of ………………………………… nationality;
* to be a researcher, a teacher, an expert, a cultural personality or a cultural operator;
* to have been invited to spend a period of study or research at the following Italian university or cultural institution ............................................................................................................................................. in ………………………………....................... (town/city) ;
* that this period will be from … /… / …...… to… /… / …...…;
* that the purpose of this period will be to achieve the following:

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* that the grant can be paid to the following bank account
	+ Account name: …………………………………………..
	+ IBAN: ……………………………………………………………………
	+ Bank: …………………………………………………………………...
	+ BIC/SWIFT: …………………………………………………….

|  |  |
| --- | --- |
| *Place and date*……………………………………… | *Signature of the declarant*………………………………………… |

**ATTACHMENT 6**

***Privacy statement for the processing of personal data***

***Art. 13 General Data Protection Regulation (EU) 2016/679***

The processing of the personal data requested in the application for a grant under Ch. 2619/7, as well as those added optionally by the data subject, shall be based on the principles of lawfulness, fairness and transparency to protect the fundamental rights and freedoms of individuals.

To this end, in accordance with Art. 13 of the General Data Protection Regulation (EU) 2016/679, the following information is provided:

1. The data controller is the MAECI (Italian Ministry of Foreign Affairs and International Cooperation), which operates, in the specific case, through Office VIII of the Directorate General for Cultural and Economic Promotion and Innovation (postal address: MAECI - DGSP, Piazzale della Farnesina 1, 00135 Rome; tel. 0039 0636912675; email: dgsp-08@esteri.it; certified email (PEC): dgsp.08@cert.esteri.it).
2. For questions or complaints regarding privacy, the data subject can contact the Data Protection Officer (RPD) at MAECI (MAECI - RPD, Piazzale della Farnesina 1, 00135 Rome; tel. 0039 0636911 (switchboard); email: rpd@ester.it; certified email (PEC): rpd@cert.esteri.it).
3. The processing of the data requested is necessary to participate in this procedure.
4. The provision of the aforementioned data is based on consent but refusal to provide them will mean the application cannot be processed.
5. The data will be processed using mixed methods (manual and automated) by personnel specifically appointed by the DGSP and by the top management of the MAECI.
6. Personal data will be disclosed to the supervisory bodies of the MAECI and to those entitled and who may need to access the documents pursuant to Art. 22 of Law 241/1990 and subsequent additions and amendments. The personal and professional data of selected applicants will be published on the MAECI institutional website.
7. The data of applicants who are not awarded grants will be kept for 15 years, except for ongoing disputes, starting from the date of conclusion of the procedure, while, for reasons of legal certainty, the data of the selected applicant will be kept indefinitely.
8. The data subjects can request access to their personal data and to have them corrected. Pursuant to current legislation and without prejudice to the possible participation in this public procedure, they also have the right to request that the data concerning them be deleted or that the processing be restricted and the right to object to the processing. In the aforementioned cases, the data subjects must submit a specific request to the Office indicated in Point 1 and also forward this request to the MAECI DPO for information.
9. If they believe that there has been a breach of their privacy rights, data subjects can file a complaint with the MAECI DPO. If they are not satisfied with the response, they can contact the Italian Personal Data Protection Authority (address: Piazza Venezia 11, 00187 Rome, tel. 0039 06696771 (switchboard), email: garante@gpdp.it, certified email (PEC): protocol@pec.gpdp.it).

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| --- | --- |
| *Place and date*…………………………………………….. | *Signed in acknowledgement of and agreement**to the processing of their data*……………………………………………………………. |

**ATTACHMENT 7**

**PERSONAL DATA**

* + FIRST NAME: ………………………………………………………………….
	+ LAST NAME: …………………………………………………………….
	+ PLACE OF BIRTH: …………………………………………………
	+ DATE OF BIRTH: ……………………………………………………
	+ ADDRESS OF RESIDENCE: ………………………………………….

**BANK ACCOUNT DETAILS**

* + Account name: ………………………………………….
	+ IBAN: ……………………………………………………………………
	+ BIC/SWIFT:………………………………………………………………
	+ Bank: …………………………………………………………………...