

## **H.C. Andersen Festivals' Terms and requirements for projects in the official program 2025**

By submitting the application the project applicant(s) acknowledges to have read and accepted the following:

To be able to be part of the H.C. Andersen Festivals' official program in print and online, the application must be submitted by November 1st 2024 and for Pool B by November 1st 2023.

The application is not considered received and submitted for assessment by the festival committees until you have received a confirmation email from the festival.

The festival reserves the right to accept or reject a project from receiving financial support and / or be part of the festival's official program.

**To be included in the H.C. Andersen Festival's official program 2025 the project must live up to the following terms and requirements:**

- The project must relate to the H.C. Andersen Festivals' central concepts which can be found on [www.hcafestivals.com/about-the-festival/central-concepts](http://www.hcafestivals.com/about-the-festival/central-concepts)
- It must be possible for all within the target group to participate and / or sign up on a first-served basis. It is not possible to apply for grants and / or inclusion in the official program with an entrance-by-invitation-only event.
- The project's activities during H.C. Andersen Festivals must take place in the official festival area in Odense city.
- It is expected that performers actively participate in the marketing of their own projects in printing and online, including social media. Find inspiration and download marketing templates at [hcafestivals.com/performers](http://hcafestivals.com/performers).
- The H.C. Andersen Festivals does not give financial support for costs for marketing of single projects, including costs for graphical production and print, advertisements etc (the list is not exhaustive)
- Marketing materials for all events included in H.C. Andersen Festivals must include the festival logo, together with the festival's signature colour in either the header and footer or as the background colour. (See specifications and download templates and logos at [hcafestivals.com/marketing](http://hcafestivals.com/marketing)).
- Transportation for children to/from Odense and the salary of managers, teachers or daycare workers are normally not part of the financial support given by the festival to projects by educational institutions
- For projects created by established cultural institutions and/or organizations operating costs and regular staff salaries cannot be part of the financial support given by the festival.
- The H.C. Andersen Festivals reserves the right to apply for external funding (sponsors and foundations) to support the project in close collaboration with the organizer.
- Any changes in the project concept and budget must be submitted in writing. The festival's secretariat reserves the sovereign right to stop the financial support, reduce the financial support and/or remove the project activities from the festival's official program if the changes affects the concept to such an extent that the project no longer meets the review conditions and/or the content agreed upon in the contractual agreement.

**Upon acceptance of the project to the H.C. Festivals' official program, it is expected that the performer accepts that:**

- The acceptance of the project in the festival program and the contents of the project cannot be made public before the official launch of the H.C. Andersen Festivals' program or parts hereof.
- The project activities are marketed as part of H.C. Andersen Festival's official program.
- The performer is expected to promote the project in addition to the festival's overall promotion.
- The performer is expected to contribute to promotion of the project to the press in coordination with the festival secretariat.
- Activities which are solely for schools and/or educational institutions are promoted in a dedicated program for that specific target group.
- The festival's overall graphical expression and guidelines must be used in ALL marketing efforts for the project. Find marketing inspiration and templates at [hcafestivals.com/performers](https://hcafestivals.com/performers).
- If you promote your event on Facebook this must be coordinated with the festival Secretariat. The festival must be invited to be co-organizer and on Instagram these hashtags must be used: #hcafestivals #hcafestivals25
- Any press concerning project activities must be coordinated with the Secretariat.
- An event contract must be signed with the Secretariat by March 1st 2025 for projects in **Pool A** and by November 1<sup>st</sup> 2024 for **Pool B**.
- 5-10 lines of program text and picture must be delivered no later March 1<sup>st</sup> 2025 to the Secretariat for projects in **Pool A**. For **Pool B** the deadline will be set individually, but no later than March 1<sup>st</sup> 2025. A form will be provided by the Secretariat.
- The performer is expected to manage the project and attend to contact and settlement with project contributors.
- All applicable information needed by the festival for the issuance of permits by relevant authorities and for **Pool A** a list of wishes for technical equipment must be provided to the festival before April 1st 2025.
- Request for volunteers (if needed) must be submitted to the festival by April 1st 2025.
- Payment form or invoice must be sent to the festival's finance department by August 1st 2025.
- The performer is expected to co-ordinate their own project and handle communication with and any settlement of accounts with the contributors in the project.
- The performer is responsible for accommodation, catering and transportation.

All applicants will receive reply from the reviewing committee.

14.09.2023