



35th MACAO ARTS FESTIVAL Call for Proposals of Local Programmes REGULATION

1. Objective

To encourage the development of local performing arts, a call for proposals of local programmes is now open to local associations / individual applicants to be featured on the 35th Macao Arts Festival (MAF), under the categories of “Individual Programmes” or “Performing Arts Gala”.

2. Target

The eligible applicants are as follows:

- 2.1. Macao S.A.R. Resident Card holders aged 18 or above.
- 2.2. Local associations registered in Macao S.A.R.

3. Programme Categories

3.1. Programmes are to be presented in two categories:

3.1.1. Individual Programmes

- Genres: Theatre, Cantonese Opera, dance, children’s shows and multimedia performing arts;
- A full-length performing arts production with duration of no less than 60 minutes, except children’s shows with duration of no less than 45 minutes;
- Priority will be given to new productions that have not been reproduced or have not been performed in Macao and premiered at the Festival.

3.1.2. Performing Arts Gala

- Genres: Live performance of any kind (e.g. circus, magic, music, etc.) ;
- Programme should accommodate the artistic needs of the community, and should be suitable for outdoor stage / space and for audience of all ages;
- With duration between 20 to 30 minutes;
- Technical requirement should be simple, which can cope with the outdoor stage / space and the equipment provided by the Organizer;
- Priority will be given to works featuring the conditions of interacting dynamically with the audience and / or showing ethnic characteristics.

4. Programme Date

- 4.1. Individual Programmes: May 2025.
- 4.2. Performing Arts Gala: mid-May 2025 (To be confirmed).



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5. Application Deadline

5:00 pm on 31 October 2024 (Thursday).

6. Eligibility

- 6.1. Applications can be submitted by all eligible entities as described in clause 2.
- 6.2. An individual applicant shall either be the core creator (e.g. director, choreographer, musical director) or the producer specified in the proposal.
- 6.3. At least half of the main creative members (e.g. director, choreographer, composer, musical director, designers and main performers) shall be local residents.
- 6.4. All applicants must designate one producer whom shall be responsible for all administrative and managerial aspects of the entire projects, whereas producers for “Individual Programmes” should have produced at least three stage productions between 2021 and June 2024. Only designated producers for the “Performing Arts Gala” are exempted from the experience prove.
- 6.5. Cultural Affairs Bureau’s staff shall not join this project.

7. Programme Venues

7.1. Individual Programmes

- 7.1.1. The foreseen available venues are: Macao Cultural Centre, Dom Pedro V Theatre, Macao Conservatory Auditorium, Navy Yard and other sites under IC’s management. Venue availability is subject to change.
- 7.1.2. Applicants may propose other venues depending on programme requirements.
- 7.1.3. If the programme is to be held at a venue under Organizer’s management, Organizer will make the venue and the respective technical equipment and operation available for the production. For the programmes to be held at other venues not under Organizer’s management, applicants are required to make their own arrangements and should submit to Organizer a “Letter of Consent regarding Venue Usage”, issued by the venue management, once the programmes have been selected and the use of the venue confirmed.
- 7.1.4. Organizer may discuss venue suitability with selected applicants and reserves the right to alter the performing venues as well as the right to disqualify applications should the venue not be suitable for the programme.

7.2. Performing Arts Gala

- 7.2.1. Outdoor stage at Lao Hon Market Park (To be confirmed).

8. Production costs and payment

- 8.1. The production costs of the selected programmes shall be adjusted according to the total scores:



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- 8.1.1. 100% of the proposed production costs for total scores 80 points or above, or for total scores 75 points or above for programmes fulfilling the priority conditions.
 - 8.1.2. 90% of the proposed production costs for total scores of 75 points and no more than 80 points, or for total scores of 70 points and no more than 75 points for programmes fulfilling the priority conditions.
 - 8.1.3. 80% of the proposed production costs for total scores under 75 points, or for total scores under 70 points for programmes fulfilling the priority conditions.
 - 8.2. An additional amount will be provided for the proposed outreach activities according to the overall budget allocation and the aggregate programme planning.
 - 8.3. Selected applicants will be financially supported with:
 - 70% of the production costs after the selection process and confirmation of “Service Requirement” by the selected applicants;
 - 30% of the production costs upon the completion of the programmes.
9. **Supporting services and facilities provided by Organizer**
- 9.1. Venues under Organizer’s management and their respective available facilities as stated in clause 7, and the production costs as stated in clause 8.
 - 9.2. Marketing communication and promotion.
 - 9.3. Ticketing and front-of-house services for the programmes, and collecting the fee as decided by Organizer for admission to the programmes.
10. **Selected applicant responsibilities**
- 10.1. Selected applicants must be responsible for the rental and all arrangements for performing venues not under the Organizer’s management, or the hiring of technical equipment and respective operation required for the programmes that are beyond the provisions made available by the Organizer under the specifications of clause 7 hereof.
 - 10.2. Selected applicants must be responsible for the hiring cost of their staff, namely performers, creative team and production crew, and for the conception and building of the physical production, including sets, costumes, props and any other items necessary for the proper presentation of the programme.
 - 10.3. Selected applicants must guarantee that all performers and staff involved in their productions are providing their service legally, and must take responsibility for their local and non-local staff and performers’ accommodation, transportation, per diem, meals, accident insurance and taxation. Applicants must provide suitable lodging arrangements for their performers and staff during the programme period.
 - 10.4. Selected applicants shall obtain all necessary documentation for the proper entry into the Macao SAR of all non-local creative and production members prior to their arrival and be responsible for the respective delivery of service.



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- 10.5. Selected applicants shall clear all the copyrights involved in the programmes.
- 10.6. Selected applicants shall provide the publicity materials according to Organizer's requirement, including promotional text, photos and videos, etc.

11. Application Documents

- 11.1. Two versions of application form are available for the call for proposals of Local Programmes: "Individual Programmes" and "Performing Arts Gala". Applicants should select accordingly.
- 11.2. Each version of application forms includes three parts: "Part 1 – Applicant's details", "Part 2 – Programme details" and "Part 3 – Budget".
- 11.3. Applicants should carefully read the instructions and all requested attachments at each part. Complete the application forms in Chinese, Portuguese or English (applicants, whose application forms are completed in Portuguese, are advised to submit a Chinese or English translated version for juries' assessment). Initial the bottom right corner of each page of the application form.
- 11.4. When submitting the project proposal and upon being informed of selection, the applying entity must submit the following documents according to their application format:
 - 11.4.1. Macao SAR residents:
 - A copy of Macao SAR Resident Identity Card;
 - Upon being informed of selection, selected applicants are required to submit a copy of the Salaries Tax Group 2 Initial Registration/Amendment Form (M1/M1A).
 - 11.4.2. Associations:
 - A copy of the association's bylaws published in the Official Gazette of the Macao SAR;
 - Registration Certificate of the association issued by the Identification Services Bureau;
 - After being informed of selection, applicants shall submit copy of proof of settlement of business tax for the year in question (i.e. Form M/8) or a copy of Form M/1 New Registration/Amendment Form for newly registered associations as an alternative.
- 11.5. Should any of the documents stated in clause 11.4 be missing, applicants must submit the required documentation within the deadline set by the Organizer. Should applicants fail to submit the required documents within the given deadline, the Organizer reserves the right to annul the application.
- 11.6. Applicants agree and shall abide by these regulations upon the submission of the application.
- 11.7. Submitted documents will only be used for selection purposes and will not be returned.



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12. **Submission and Selection Procedures**

Application Deadline : 31 October 2024	Applications shall be submitted digitally on or before 31 October 2024 . <ul style="list-style-type: none">• All application documents and the signed application form should be submitted via email to fam@icm.gov.mo, with the headline “Attn: Cultural Affairs Bureau – Call for Proposals of Local Programmes for the 35th Macao Arts Festival”;• Should attachments exceed 5MB, please upload files, such as video clips or photographs, to an online file sharing platform and provide a link by email for the Organizer to download;• All documentation shall be formatted into readily printable versions;• Successful application should receive a confirmation email notifying the safe reception of application before 12:00 noon on 1 November 2024. Applicants shall contact 8399 6621 in case such confirmation is not received. Non-confirmed submissions by email will be considered void.
Phase 1 Short-listing	<ul style="list-style-type: none">• Programmes will be assessed and shortlisted by a jury based on the criteria listed on clause 13.
Stage 2 Pitching	<ul style="list-style-type: none">• Shortlisted applicants will be invited to pitch their proposals to the jury in November 2024 (to be confirmed);• Pitching is compulsory, and if a presential session is unfeasible, applicants may opt for a video conference;• Applicants who fail to pitch their project will relinquish the selection process.
Selection	<ul style="list-style-type: none">• Selected applicants will be announced by January 2025;• The jury panel selects the finalists. Applicants may not raise any objections.

13. **Selection Criteria**

13.1. The selection process is conducted in two stages by the jury panel.

- Stage 1 –Short-listing: accounts for 70% of the total score;
- Stage 2 –Pitching: accounts for 30% of the total score;
- The applicants with the highest total scores, whereas the total scores must be 70 points or above (out of 100), or 65 points or above (out of 100) for programmes fulfilling the priority conditions.

13.2. Stage 1 –Short-listing accounts for 70% of the total score: the proposal will be assessed based on the following sub-scales and proportions and the highest scorer will be shortlisted for the pitching stage. The shortlisted applicants must achieve a score of 40 or above (with 70 being the full score), or a score of 35 or above (with 70 being the full score) for programmes fulfilling the priority conditions:



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Concept behind the work and programme content ● “Reflecting the characteristics and culture of Macao”: 5% ● “Containing international artistic visions”: 5% ● “Creative originality in the form and subject”: 10% ● “Solid implementation plan”: 10%	30%	Total 70%
Creative team and cast’s artistic curriculum ● “Previous performance experience and review”: 10% ● “Diversity of cultural or artistic background”: 5%	15%	
Concept of utilizing the stage and/or venue ● “Work feasibility”: 10% ● “Ability to cope with unexpected events”: 5%	15%	
Rational of the programme budget	10%	

13.3. Stage 2 –Pitching accounts for 30% of the total score: The jury panel will conduct interviews with the shortlisted candidates and evaluate them based on the following sub-criteria and proportions, with full score of 30:

Intelligibility of concept and content of the work	10%	Total 30%
Execution ability	15%	
Vision on the future development of the work	5%	

14. Project specifications

- 14.1. Applicants shall be responsible for all costs to garner the necessary resources and equipment pertaining the conception, elaboration and delivery of both the proposal and the pitch session.
- 14.2. Once selected, the main creative team members (e.g. director, choreographer, music director, playwright, composer or main performers) and producer shall not be altered without prior consent of the Organizer.
- 14.3. All submitted proposals shall not have been sponsored nor granted any sort of subsidy.
- 14.4. Selected applicants may seek sponsorship or patronage after obtaining the Organizer’s consent, although such sponsorship or patronage shall not be advertised prior to the premiere.
- 14.5. If the content in application form and annexes (including but not limited to text, sound and video of the relevant project) involves any inappropriate elements that are contrary to good customs, moral and ethics or harmful to the public interest and social harmony, the Organizer has the right to reject the application and will not proceed to the assessment process. Where a case is not governed by these regulations, the Organizer reserves the right to handle all such cases.



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- 14.6. If the content in application form and annexes (including but not limited to text, sound and video) involves violations of the “Law on Safeguarding National Security” enacted by the Macao Special Administrative Region government or other laws/guidelines or if they are in any way detrimental to the image of the Macao Special Administrative Region Government or any harm to national or regional relations, the Organizer has the right to reject the application will not proceed to the assessment process.
15. **Conflict resolution**
The Organizer reserves the right of final interpretation and resolution of this regulation.
16. **Applicable law**
In the event of any omission in this “Registration Regulations”, reference will be made to the current applicable law in force, particularly the Decree-Law n.º 122/84/M of December 15, amended and republished by the Law No. 5/2021.
17. **Enquiry**
For enquiry, please contact Ms. Cheong (Tel: 8399 6625) or Ms. Leong (Tel: 8399 6621), or email to fam@icm.gov.mo.