



澳門特別行政區政府  
Governo da Região Administrativa Especial de Macau  
文化局  
Instituto Cultural

## **23<sup>rd</sup> Macao City Fringe Festival Call for Proposals of Programmes Regulations**

### **1. Objective of the Call for Proposals**

To continue boosting an inventive spirit and risk-taking attitude, the Macao City Fringe Festival (hereinafter referred to as the “Festival”) has always encouraged creative work of any kind with local awareness. The Festival adopts the concept of “All around the city, our stages, our patrons, our artists”. By offering performance opportunities and serving as an exchange platform, we welcome artists, producers or practitioners in the arts field to present their ideas by submitting proposals of programmes for the coming edition of Fringe in 2025.

#### **Aims:**

- To promote local culture and arts through diversified programmes.
- To foster local producers – encouraging their creative spirit and risk-taking attitude; creating works connected with Macao; developing a unique perspective in local culture with global vision.

### **2. Target**

Local arts and cultural associations, programme curators, producers, individual artistic practitioners and tertiary students.

### **3. Programmes’ categories**

Any creative performing arts and artistic activity. It could be a local or overseas work, or a cross-regional collaboration. Including three categories:

#### **3.1. Programme Showcase**

- 3.1.1. Target: Local arts and cultural associations, producers and individual artistic practitioners.
- 3.1.2. The production must be steeped in the culture of the local community or connected with the context of local community development.
- 3.1.3. To showcase an individual programme or art activity; or a programme series including the programme itself plus its outreach activities.



### **3.2. “Crème de la Fringe” Curatorial Project**

3.2.1. Target: Curators, local arts and cultural associations

3.2.2. To curate a “mini festival” for the 23<sup>rd</sup> Macao City Fringe Festival. Applicants who can customise a specific community or a theme, must have an explicit artistic concept and goal for the entire “Crème de la Fringe” Curatorial Project. The “mini festival” must include no less than three programmes and two outreach activities (programme can be a performance or any type of activity, but all programmes must be produced by different performing groups or artists and closely related to the community or theme).

### **4. Activity Date**

19 - 30 March 2025 (Tentative)

### **5. Proposal Application Deadline**

5pm, 6 November 2024

### **6. Eligibility**

6.1 Non-Profit Art Associations registered at the Identification Services Bureau of the Macao SAR.

6.2 Individuals over the age of 18 holding a valid Macao SAR Resident Identity Card.

### **7. Application Documents**

7.1 Two application form versions are available for the 23<sup>rd</sup> Macao City Fringe Festival: “Programme Showcase” and “Crème de la Fringe - Curatorial Project”, each version includes three parts. Applicants may select the version based on the proposed project.

7.2 The application form consists of three parts: “Part 1: Applicant’s Details”, “Part 2: Programme Details”, and “Part 3: Budget”.

7.3 The applicant must read through the requirements for completing each part of the application form and the required attachments before filling in the form in Chinese, Portuguese or English (application forms completed in Portuguese are recommended to be



澳門特別行政區政府  
Governho da Região Administrativa Especial de Macau  
文化局  
Instituto Cultural

submitted together with a Chinese or English translation for the jury panel of the festival to review).

- 7.4 Applicants in the name of associations shall submit a Registration Record of Non-Profit Art Association issued by the Identification Services Bureau and copy of the Bylaw of the Association which is published on the Official Gazette, and shall submit copy of Business Tax Demand Note (M/8) or copy of Business Tax New Registration/Amendment Form (M/1) for newly registered associations upon the request of the Cultural Affairs Bureau once the programmes are selected; while the individual applicants shall submit copy of Macao SAR Resident Identity Card (selected individual applicants shall submit copy of Salaries Tax Group 2 Initial Registration/Amendment Form (M1/M1A) upon the request of the Cultural Affairs Bureau).
- 7.5 Should any of the above-mentioned documents stated in clause 7.4 be missing from the application, applicants must submit the documents in a designated period of time notified by the Cultural Affairs Bureau. Should applicants fail to submit the required documents in the designated period of time, the Cultural Affairs Bureau will reserve the right to reject the application.
- 7.6 Submitted documents will only be used for programme selection and will not be returned to the applicants.

## **8. Performance Venues**

- 8.1 Applicants are required to arrange their own performing venues for the projects. Organiser has the right to alter the performing venues if necessary;
- 8.2 The applicant must specify the owner of the programme venue in the application form. For programmes (limited to the Programme Showcase) arranged by the applicants themselves to be presented at a commercial venue not managed by the Macao SAR Government, the Cultural Affairs Bureau will provide a venue rental subsidy .
- 8.3 Applicants who arrange the programme venue by themselves should submit to the Cultural Affairs Bureau a “Letter of Consent regarding Venue Usage”, issued by the venue management, once the programme has been selected and the use of the venue confirmed;
- 8.4 If selected applicants are unable to confirm the usage of the programme venue by the designated deadline, the Cultural Affairs Bureau has the right to disqualify the applicant;



澳門特別行政區政府  
Governo da Região Administrativa Especial de Macau  
文化局  
Instituto Cultural

- 8.5 Applicants may visit venues within venues' operation hours, however, please follow the instructions of venue management staff to avoid possible damage on facilities;
- 8.6 Applicants who do not have any venue arrangement may propose the type of space which matches the production (e.g. square, public recreational space or art space, among others). The Festival will assist the coordination according to the actual circumstances.

## 9. Budget

### 9.1 Programme Showcase

The budget ceiling for a local, overseas or cross-regional collaboration production is up to MOP70,000.00; while for site-specific productions<sup>1</sup> is up to MOP100,000.00. If the production is involving foreign performers and staff, additional budget up to MOP30,000.00<sup>2</sup> could be granted to applicants, who shall provide the budget for relevant foreign visitors in the application form. As specified in clause 8.2, applicants who arrange a programme venue<sup>3</sup> by themselves will be given an additional budget up to MOP 10,000 for the venue rental<sup>4</sup>.

A reasonable budget shall be made based on the format of the outreach activities (if any) of the Programme Showcase and filled in the application form<sup>5</sup>. The additional granted expense shall not exceed the maximum cost of a local production (MOP70,000.00).

### 9.2 “Crème de la Fringe” Curatorial Project

Applicants are required to provide budget details for each independent programme in the Curatorial Project. Budget ceiling of each independent programme may refer to “9.1 Programme Showcase” and its corresponding categories. The cost of each outreach activity shall not be higher than the budget ceiling for local productions. The maximum budget for

---

<sup>1</sup> Site-specific production refers to an art creation / performance which is designed to engage with the characteristics / background / history of a particular site rather than a theatre.

<sup>2</sup> The budget is only applicable to accommodation, international transportation and freight expenses for overseas performers and staffs visiting Macao.

<sup>3</sup> The programme venues must not be those managed by the Macao SAR Government.

<sup>4</sup> The budget for the venue rental is only applicable to productions of the Programme Showcase. For those with outreach activities that require the rental of additional venues, the relevant expenses should be included in the budget for outreach activities.

<sup>5</sup> Outreach activities are related activities derived from independent programmes. Applicants must list the additional expenses for organizing the outreach activities precisely in the budget items of respective independent programme, and avoid double counting.



澳門特別行政區政府  
Governo da Região Administrativa Especial de Macau  
文化局  
Instituto Cultural

the entire unit (including but not limited to the overall coordination fees, production costs for various Programme Showcase performances and outreach activities, remunerations, accommodation and traffic costs for the cast and crew, and rent of performance and rehearsal venues, among others) shall be up to MOP500,000.00.

## **10. Assistance provided by the Festival**

- 10.1 Overall promotion (applicants are required to be responsible for their project promotion, and executing their marketing plans).
- 10.2 Ticketing and registration of programs in the Festival.
- 10.3 Assistance to applicants in applying for programme venues (except for programme venues rented by the applicant themselves).

## **11. Applicants' responsibilities**

- 11.1 Applicants should consider designing their programmes with relatively simple technical requirements for quick set up / dismantling to suit various venues.
- 11.2 Applicants must assign an event coordinator and a technical coordinator in charge of venue-related matters and coordination with the Festival regarding the general arrangements of the programmes.
- 11.3 Applicants must coordinate all matters related to their proposed programmes, including technical requirements, front of house and logistics arrangements<sup>6</sup>.
- 11.4 Applicants must ensure that all their cast and crew members can provide services in accordance with the law and shall be solely responsible for matters pertaining to their accommodation, meals, accident insurance, and taxes. Applicants must provide suitable lodging arrangements for their performers and staff, otherwise impairing the possibility of being selected in the future.
- 11.5 Applicants must cover any copyright royalties arising from the programmes.
- 11.6 Applicants must be responsible for an independent promotion proposal of the programmes, carry out the design and production of related promotional materials, and

---

<sup>6</sup> Front of house arrangement includes, but are not limited to, crowd control before and during set up, rehearsal and performance, ticket checking, audience admission and arrangement inside venue, etc. Logistics arrangement includes, but are not limited to, cleaning of the venue, security, any transportation and resume venue, etc.



澳門特別行政區政府  
Governo da Região Administrativa Especial de Macau  
文化局  
Instituto Cultural

provide promotional elements and information upon the request of the Cultural Affairs Bureau.

- 11.7 If the content in the application form and attachments (including but not limited to the text, sound and video pertaining to the programme) includes any inappropriate element that goes against good morals or ethics or is detrimental to public interest and social harmony, the organiser reserves the right to reject and disqualify the application concerned from the review process. The organiser reserves the right to handle cases that are not governed by the Regulations.
- 11.8 If the content in the application form and attachments (including but not limited to the text, sound and video pertaining to the programme) violates the *Law on Safeguarding National Security* or other laws/guidelines formulated by the Macao SAR Government, or is detrimental to the Macao SAR Government's image or any national and regional relationship, the organiser reserves the right to reject and disqualify the application concerned from the review process.
- 11.9 The submitted programme must not be granted any subsidy or sponsorship.
- 11.10 Shortlisted applicants may seek sponsorship by themselves, provided consent from the organiser has been obtained in advance and the sponsor must not promote the production or its performances in any form before it is staged.
- 11.11 The applicant shall carry out rehearsals and do the final rehearsal for the performance on a timely basis according to the programme production timelines.

## 12. Platform

In order to establish a platform for local and overseas art practitioners, programme curators, producers, industry practitioners and art critics from other regions will be invited to join the festival and view the local productions. Each selected applicant is required to have a representative attending the “Fringe Chat” and the “Fringe Exchange: Connect with Festivals” held during the Festival (event name and date shall later be announced).

## 13. Submission and selection procedure

- 13.1. Applications shall be submitted by 5pm on 6 November 2024 in various options below. Please make sure you mark on the headline “To the Division of Performing Arts of the Cultural Affairs Bureau: Programme proposal for the 23<sup>rd</sup> Macau City Fringe Festival”.



澳門特別行政區政府  
Governo da Região Administrativa Especial de Macau  
文化局  
Instituto Cultural

- 13.1.1. **Submit in person at the Cultural Affairs Bureau during office hours.**  
Application and related materials should be submitted in both hard copy and soft copy (soft copy should be submitted in the form of CD/DVD).
- 13.1.2. **Submit by mailing post** (Address: Cultural Affairs Bureau, Praça do Tap Siac, Edif. do Instituto Cultural, Macao), please note that the receipt date of post delivered to the Cultural Affairs Bureau Building shall be deemed as the registration date. Application and related materials should be submitted in both hard copy and soft copy (soft copy should be submitted in the form of CD/DVD).
- 13.1.3. **Submit the application by email to [fringe@icm.gov.mo](mailto:fringe@icm.gov.mo).**
- A. Successful application should ensure you receive an email confirmation notifying complete submission before 6pm on 6 November 2024. If you do not receive email confirmation, please contact Mr. Lam at 8399 6877, or Ms. U at 8399 6660. Otherwise will be deemed as incomplete application;
  - B. If attachments exceed 5MB, please upload those files (such as video clips or photographs) to an online file sharing platform and provide a link by email for the organiser to download.
- 13.2. Late submissions will not be accepted.
- 13.3. Applicants may be requested to meet the panel members in November to present the concepts of their productions. Attendance is compulsory and absence of the meeting will be considered as relinquish the possibility of being selected.
- 13.4. Programmes will be selected by a jury panel based on the following selection criteria. Selected applicants will be contacted in December (tentative).
- 13.5. After the notification of selection, selected applicants are required to submit a comprehensive implementation plan (including detailed implementation proposal, performance rundown, script, execution and technical schedules, budget sheet, etc.) within a given time period required by the Cultural Affairs Bureau, and report the implementation progress periodically (applicable to all “Crème de la Fringe” Curatorial Project and specific Programme Showcase subject to the content determined by the Cultural Affairs Bureau). Failure to submit on time will be regarded as an abandonment of the selection opportunity. Selected applicants may be requested to meet the panel members again if necessary.



澳門特別行政區政府  
 Governo da Região Administrativa Especial de Macau  
 文化局  
 Instituto Cultural

13.6. After being notified of programme acceptance, the applicant must carry out their programmes and activities in accordance with the submitted proposal. In the event of any discrepancy between the actual content and the original proposal, the Cultural Affairs Bureau has the right to disqualify the applicant from the festival.

## 14. Review criteria

14.1 Programmes will be selected by a jury panel in two phases:

- Phase 1 (selection based on proposal) accounts for 70% of the total score.
- Phase 2 (selection through interview) accounts for 30% of the total score.
- The finalists must earn a total score of 70 or higher (full score set at 100). Priority will be given to site-specific artistic performances, outdoor performances, new productions which are neither revivals or sequel works nor have been staged in Macao and will be premiered at the Macao City Fringe Festival. The total score for these programmes must reach 65 or higher (full score set at 100).

14.2 Phase 1 (selection based on proposal) accounts for 70% of the total score: programmes will be scored based on the proposal content using the following criteria and percentages, and those with the highest scores will enter the interview phase. Shortlisted programmes must earn a score of 40 or higher (full score set at 70). Priority will be given to site-specific artistic performances, outdoor performances, new productions which are neither a revived or continued work nor have been staged in Macao and will be premiered at the Macao City Fringe Festival. The overall score for these programmes to be shortlisted must reach 35 or higher (full score set at 70).

“Crème de la Fringe” Curatorial Project	Programme Showcase	Percentage	
<b>Creative concept and content of the programme</b> <ul style="list-style-type: none"> <li>■ Innovation and uniqueness of the performance format and topic (15%)</li> <li>■ Presentation of Macao’s urban characteristics and culture (15%)</li> <li>■ Integrity of the implementation proposal (5%)</li> </ul>	<b>Creative concept and content of the programme</b> <ul style="list-style-type: none"> <li>■ Innovation and uniqueness of the performance format and topic (15%)</li> <li>■ Connection with Macao’s community culture or community development context<sup>7</sup> (15%)</li> <li>■ Integrity of the implementation proposal (5%)</li> </ul>	35%	Total 70%
<b>Feasibility and operability of the programme</b> <ul style="list-style-type: none"> <li>■ Probability of realising the production’s concept (10%)</li> <li>■ Rationale and feasibility of the staging venue (10%)</li> <li>■ Response to unforeseen circumstances (5%)</li> </ul>		25%	
<b>Rationale of the programme budget</b>		10%	

<sup>7</sup> The ‘creative concept and content of the programme’ for Programme Showcase must be steeped in the culture of the local community or connected with the context of local community development. Programme proposals will be disqualified from the review process if they fail to provide the details for the creative concept and content of the programme that meet the aforesaid requirements.





澳門特別行政區政府  
Governho da Região Administrativa Especial de Macau  
文化局  
Instituto Cultural

14.3 Phase 2 (selection through interview) accounts for 30% of the total score: the jury panel will have an interview with shortlisted applicants and will score the programmes using the following criteria and percentages based on a full score of 30:

Clarity of the creative concept and content of the programme	20%	Total 30%
Execution capability of the applicant	10%	

## 15. Priorities

- 15.1. Site-specific production.
- 15.2. Outdoor performances.
- 15.3. New productions which are neither a revived or continued work nor have been staged in Macao and will be premiered at the Macao City Fringe Festival.

## 16. Conflict Resolution

- 16.1. The Chinese version shall prevail in case of any discrepancy or inconsistency with its English and Portuguese translations.
- 16.2. In case of any flaw, the Cultural Affairs Bureau reserves the right of final interpretation of this regulation

## 17. Enquiry

For enquiry, please contact Mr. Lam (Tel: 8399 6877 / email: [kamhonl@icm.gov.mo](mailto:kamhonl@icm.gov.mo)); or Ms. U (Tel: 8399 6660 / email: [mcu@icm.gov.mo](mailto:mcu@icm.gov.mo)) at the Division of Performing Arts.