

# Rules for applying for grants

## 1. General

The Ville Top Memorial Foundation may award grants in accordance with the foundation's statutes and established objectives.

Grants are intended to promote and support talented Estonian young people in the fields of painting and/or graphic art, as well as artistic projects that fall within the scope of this purpose.

Grants may be awarded upon application or at the foundation's own initiative.

Decisions on grants are made by the foundation's board and cannot be appealed.

## 2. Who can apply

Grants can be applied for by:

- individuals, or
- organisations, institutions or projects,

provided that the grant relates to activities that fall within the foundation's objectives as set out in its statutes.

## 3. What grants can be used for

Grants may be awarded for, for example:

- artistic projects or collaborations,
- exhibitions or workshops,
- educational or development initiatives,
- projects in collaboration with museums or other art institutions, particularly in Tallinn and Tartu.

Grants are not awarded for:

- purposes that fall outside the scope of the foundation's statutes,
- projects that have already been completed, unless there are special reasons,
- ongoing operations or general funding without a clear connection to the purpose.

## 4. Application

Applications for grants must be submitted via the foundation's website or in another manner specified by the foundation.

The application must contain:

- information about the applicant,
- a description of the project or activity,
- an account of how the grant will be used,

- a timetable and, if applicable, a budget,
- other documentation relevant to the assessment.

Incomplete applications may not be considered.

## **5. Assessment and decision**

The board makes an overall assessment of the applications received based on:

- compliance with the foundation's objectives,
- artistic relevance and quality,
- the feasibility and need for the project.

The Board may, if it deems appropriate, seek the opinion of the Foundation's Artistic Council.

The foundation is not obliged to award grants every year or to distribute the entire amount available.

## **6. Payment and conditions**

Grants awarded shall be paid in accordance with the conditions specified in the decision.

The grant shall be used in accordance with the application and decision.

The Foundation reserves the right to demand repayment if the grant is used in contravention of the conditions or on incorrect grounds.

## **7. Reporting**

The Foundation may decide that recipients of grants must submit an account of how the funds have been used.

## **8. Personal**

The Foundation is the data controller for the processing of personal data in connection with grant applications.

Personal data is only processed for the purpose of handling the case and is not stored for longer than necessary.

## **9. Changes to the rules**

The Foundation reserves the right to change these rules.

The rules that apply are those published on the Foundation's website at the time of application.