



**MATADERO**

**CENTRO DE RESIDENCIAS ARTÍSTICAS**

**RULES AND PROCEDURES OF THE JOINT CALL FOR ENTRIES ISSUED BY THE MATADERO MADRID'S CENTRE FOR ARTISTS IN RESIDENCE AND SCREEN PROJECTS (LOOP BARCELONA) TO AWARD A RESIDENCY TO A SPANISH OR FOREIGN CURATOR DURING 2024.**

**1.- PRESENTATION:**

Madrid City Council directly manages the Matadero Madrid cultural centre through the municipal corporate entity Madrid Destino, Cultura, Turismo y Negocio S.A. (hereinafter, "Madrid Destino") with Tax ID (CIF) number A-84073105, and registered office at Calle Conde Duque 9-11 (28015 Madrid).

Matadero Madrid, as a centre for contemporary creation, promotes a programme of residencies to provide support for creators in a broad sense, both indicative and unlimited in terms of those to whom it is addressed: artists, researchers, thinkers, cultural agents, transdisciplinary artists, etc. This programme is carried out through the Centre for Artists in Residence whose purpose is to support creative processes and provide residents with accompaniment, both in terms of curatorship and production, providing spaces, facilitating production, research and shared learning with other residents and agents.

The purpose of Screen Projects S.L. is to foster, promote and disseminate the visual arts in all their manifestations and forms. The projects it manages includes a platform dedicated to the study and promotion of the moving image, LOOP. Since its creation in 2003, it has offered carefully selected video-related content to a specialised public. It also works in close association with an international community of artists, curators, gallery owners, collectors and institutional directors to develop projects that set out to explore the potential of video and film in today's contemporary art discourses. Held annually, LOOP Barcelona is a special gathering that unfolds in three main sections: a city festival, a fair and a discussion forum.

Within this broad working framework, Madrid Destino, through the Centre for Artists in Residence, and LOOP, through an agreement with Fabra i Coats: Fàbrica de Creación y Centre d'Arts Santa Mònica, are promoting this call for entries whose specific objectives are as follows: to provide a curator from any country of origin with a work space, funding, institutional support and international visibility. The residency is split into two periods; an initial stage during the month of May 2024 in Barcelona accompanied and managed by LOOP in collaboration with Fabra i Coats: Fàbrica de Creación y Centre d'Arts Santa Mònica, and a second stage during the month of June 2024 in Madrid, managed by the Matadero Madrid Centre for Artists in Residence. As a result of the residency, the curator will schedule two sessions during the first quarter of 2025, exact dates to be confirmed, as part of the *Video Tuesdays (Martes de video)* programme at the Centre d'Arts Santa Mònica. **Video Tuesdays** is a meeting place for the general public, creators, students and indeed anyone interested in enjoying a programme of

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small-format, artistic, experimental and innovative audio visual works in the relaxed and welcoming atmosphere.

## 2.- OBJECTIVE:

In accordance with the principles of transparency, equality and competition, and in consonance with the programming lines of Matadero Madrid, the ultimate aim of this call for entries is to support the presence and research of an art curator and their participation in the *Video Tuesdays* programme at the Centre d'Arts Santa Mònica during the first quarter of 2025.

Thus, the aim of this initiative is to:

- a) Promote the professional careers of art curators.
- b) Provide curators interested in the local context with institutional support and spatial and financial resources to facilitate their research.
- c) To establish a context of accompaniment and training to ensure that the purpose of the residency sees the light of day in the best possible conditions.
- d) To establish connections between the different protagonists of the city's art scene, the institution and the general public.
- e) To facilitate the visibilisation and internationalisation of the work of the selected curator by means of the presentation of the research that they have carried out during their residency, consisting of their collaboration in the *Video Tuesdays* programme at the Centre d'Arts Santa Mònica during the first quarter of 2025, and in the public activities organised to this end both in the Matadero Madrid Centre for Artists in Residence and within the framework of LOOP.

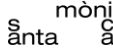
## 3.- APPLICANTS/PARTICIPANTS:

This call is aimed at curators from any country. Applicants must be actively working as curators. Given that the purpose of the residency is to get to know the artistic contexts of Madrid and Barcelona, applications from curators who live in either city will not be accepted.

Only natural persons of legal age, with the capacity to act and who are not subject to any of the prohibitions to contract set forth in article 71 of the Public Sector Contracts Act may apply.

Several individuals may apply for this Call for Entries on their own or in a group, without the need for there to be any legal relationship between them.

In the case of a number of natural persons submitting a joint application, they must designate a representative to whom the rest of the members of the group must assign their rights of representation. All obligatory dealings will be conducted with this representative, without



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prejudice to the internal relations between them in terms of compliance with the undertakings arising from this call for tender. In any case, the members of the group shall be jointly and severally liable.

As the curator will be living with other local and international artists and cultural agents and with other agents and projects collaborating with the Matadero Madrid Centre for Artists in Residence, they will have to be permeable to this open space of hospitality, coexistence and personal and professional exchange and care. Please note that communication will not only be in Spanish, but also in English.

Any project that is submitted must be the work of the curator or curators applying for this call.

Only one project will be selected.

#### **4.- APPLICANT EVALUATION COMMITTEE AND ACCOMPANIMENT OF RESIDENTS**

##### **a. The Evaluation Committee**

Matadero Madrid will set up an Evaluation Committee consisting of a representative of LOOP, a representative of the Centre d'Arts Santa Mònica and a representative of the Matadero Madrid Centre for Artists in Residence.

The representative of the Matadero Centre for Artists in Residence will chair the committee and will be assisted by a Secretary who will take minutes of the sessions and be able to speak but not vote at such sessions.

The Evaluation Committee shall be governed by the regulations established for collegiate bodies by Law 40/2015 of 1 October on the Legal Regime of the Public Sector.

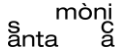
Exclusion due to non-compliance with the requirements, and evaluation, are the exclusive competence of the Evaluation Committee.

The decision of this Evaluation Committee will be communicated within the last week of January on the [www.mataderomadrid.org](http://www.mataderomadrid.org) website, and to the beneficiary or beneficiaries at the addresses they have provided.

##### **b. Assessment criteria**

Submitted applications will be examined by the Evaluation Committee on the basis of the following criteria:

- Quality and interest of the submitted proposal.
- Interest of the curatorial trajectory.
- Suitable motivation to get to know the artistic contexts of Barcelona and Madrid.



- Establishment of the timetable.

Part or all of the call for applications may be declared null and void, at the discretion of the evaluation committee, without any right to appeal.

## 5.- ENDOWMENT FOR THE RESIDENCY

To allow them to carry out their artistic residency, the beneficiaries will obtain:

### 1. TRAVEL AND ACCOMMODATION

- Travel from their place of residence to Barcelona, for the first part of the residency.
- Travel from Barcelona to Madrid for the second part of the residency.
- Return journey from Madrid to the beneficiary's usual place of residence.
- Accommodation in Barcelona during the month of May and in Madrid during the month of June.

### 2. FINANCIAL ALLOWANCE

**PAYMENT OF THREE THOUSAND EUROS (€3,000.00)** (to which taxes and/or withholdings will be applied) as a residence allowance, including the total expenses for the development of the project.

Payment shall be made as follows:

- The allowance corresponding to the month's stay in Barcelona (€1,500, to which taxes and/or withholdings will be applied) shall be paid upon presentation of an invoice made out to Screen Projects S.L. and upon signature of the residency acceptance documents.
- The allowance corresponding to the month's stay in Madrid (€1,500, to which taxes and/or withholdings will be applied) shall be paid in two parts:
  - 70% (€1,050.00) on signing the residency acceptance document, provided that the documentation required in these rules and regulations has been submitted in a complete and appropriate manner and in any case, prior to the start of the residency. A receipt or invoice must be issued to Madrid Destino.
  - The remaining 30% (€450.00) of the residency allowance will be paid once the relevant receipt or invoice has been issued to Madrid Destino and once the resident's report has been accepted. This report must be handed in by the resident at the end of their stay at Matadero Madrid.

All technical or material resources required by the resident that are not included in the budget and cannot be provided in kind by Screen Projects S.L. or Madrid Destino as support, in consideration of their complete and discretionary availability, must be paid for by the resident.



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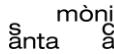
### 3. WORK SPACE

During his or her stay in Barcelona, a work space will be made available to the beneficiary at **Fabra i Coats: Fábrica de Creación**, as follows:

- i. Access to the space will be from Monday to Friday, from 9am to 10pm, Saturdays from 10am to 9pm and Sundays from 11am to 9pm.
- ii. A specific space at Fabra i Coats: Fábrica de Creación with Internet access and such basic needs as lighting, electricity and a minimum of work furniture.
- iii. Artists must abide by the internal rules governing the use of spaces at Fabra i Coats: Fábrica de Creación (timetables, safety protocols, use of materials, cleaning, available facilities, etc.). They will be given a copy of these rules prior to their incorporation and they must hand it back duly signed to indicate their conformity.
- iv. Residents will have access to different shared spaces, subject to availability.
- v. The resident must make Fabra i Coats: Fábrica de Creación their main place of work.

During his or her stay in Barcelona, a work space will be made available to the beneficiary at **Matadero Madrid** as follows:

- vi. Access to the space will be from Monday to Friday, from 9am to 8pm.
- vii. A specific space in the hall of the Centre for Artists in Residence with Internet access and such basic needs as lighting, electricity and a minimum of work furniture.
- viii. The space in the hall is organised in such a way as to encourage interaction between residents. Its design features a system of ephemeral architecture that makes it possible to divide the spaces visually while fostering collaboration.
- ix. Residents will be informed sufficiently in advance as to other activities due to take place in the space next to theirs, so that they can reschedule their work and thus avoid any possible inconvenience.
- x. Artists must abide by the internal rules governing the use of spaces at Matadero Madrid (timetables, safety protocols, use of materials, cleaning, available facilities, etc.). They will be given a copy of these rules prior to their incorporation and they must hand it back duly signed to indicate their conformity.
- xi. Residents will have access to the following shared spaces, subject to availability and prior reservation: a space for presentations (auditorium), a meeting room, a linoleum area for body work and two dirty work spaces.
- xii. The resident must make the Matadero Madrid Centre for Artists in Residence their main place of work.



In the case of a group, the allowance will only cover the stay and travel expenses of one of the participants.

All technical or material resources required by the resident that are not included in the budget and cannot be provided in kind by Madrid Destino as support, in consideration of their complete and discretionary availability, must be paid for by the resident.

#### 4. SUPPORT AND SUPERVISION

Support and supervision by the staff of the Matadero Madrid Centre for Artists in Residence and LOOP, Fabra i Coats: Fàbrica de Creació y Centre d'Arts Santa Mònica.

Once the residency has come to an end, consideration may be given to the use of space at Matadero Madrid for the development of proposals linked to the selected project. This use is subject to the evaluation of the Head of the programme of the Matadero Madrid Centre for Artists in Residence and to the availability of both space and existing resources.

#### 5. Collaboration during the exhibition at the Centre d'Arts Santa Mònica

The beneficiary will also take part in the *Video Tuesdays* programme at the Centre d'Arts Santa Mònica. The conditions governing participation in this programme are as follows:

- The beneficiary must devise a curatorial proposal to take part in two sessions within the *Video Tuesdays* at the Centre d'Arts Santa Mònica during the first quarter of 2025 (exact dates to be confirmed).
- Participation in the programme will entail a total budget of €2,000.00 (including taxes) which will be paid by the Centre d'Arts Santa Mònica after the programme has been carried out and once the corresponding invoice has been presented. This allocation must cover the fees of the artists who take part in the selection of the two sessions, and therefore of the programme, as well as the possible additional remuneration of the beneficiary for his or her curatorial work.

#### 6.- TERM

The residency shall last for two months and shall take place in Barcelona and in Madrid (one month in each city) in a period to be determined between **May and June 2024**. The exact date on which the residencies shall begin once the winner of the call has been announced.

Once the residency has come to an end, the research will be presented as a collaboration within the *Video Tuesdays* programme at the Centre d'Arts Santa Mònica.

Under no circumstances may the residency be completed telematically.

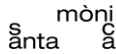
#### 7- CONDITIONS OF PARTICIPATION

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The applicant and his or her possible collaborators must comply with the following rules and obligations. Failure to comply with them may result in the termination of the residency:

- a) Applicants who have been beneficiaries of a residency at Matadero Madrid in the last three years are not eligible to participate.
- b) Furthermore, anyone who has a contractual employment relationship with Madrid Destino is also not eligible to participate.
- c) During the residency, the resident must participate in such relevant meetings as may be established in each case by the head of Matadero Madrid's Centre for Artistic Residencies or by the heads of LOOP, Fabra i Coats: Fàbrica de Creació and/or Centre d'Arts Santa Mònica, and in such activities as these institutions may organise to raise awareness of the supported projects. In this case:
  - i. Supervision and support meetings, such as tutorials or visits by curators, cultural agents, guest experts, etc.
  - ii. Any **programme of activities** proposed by the centre to **raise awareness of the residency programme**. These may take the form of conversations, chats, presentations or any other format agreed between the parties, including **open days for the public presentation of the residents' working processes** during the residency period. These may take place over one or two days, depending on the Matadero Madrid programme.
- d) Unless the residency involves regular absences, travel or other circumstances agreed with the Evaluation Committee, the Resident must maintain a continuous presence in the work space made available to him or her during the established dates and must adjust their stay to the timeframe indicated in the terms and conditions.
- e) The Resident must comply with the rules for the use of the spaces provided to them.
- f) The Resident must have a personal accident insurance policy covering the entire period of the residency.
- g) The curator undertakes to provide the curatorial proposal for the *Tuesday Video* programme to the Centre d'Arts Santa Mònica before 28 November 2024, including the artistic description of the project and a rider with technical and logistical requirements.
- h) The curator undertakes to provide to the communications team of Matadero Madrid graphic and/or visual content that serves to explain their work during the residency.
- i) The curator undertakes to name the Matadero Madrid Centre for Artists in Residence in any communications they may make regarding the work in progress or the resulting work, whether on social networks, press releases, etc.



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- j) Following their participation in the residency, the beneficiary must submit a report on its development within a maximum period of one week. The submission of this report is an essential condition for the payment of 30% of the final residency budget (see point 2). This report must include a summary of the project that has been carried out and of any expenses incurred during its development in the residency. These expenses may include such concepts as maintenance, technical equipment, third-party payment, etc.
- k) In addition, the head of the Matadero Madrid Centre for Artists in Residence will sign the final report on the completion of the project, stating whether the residency has been accepted or cancelled, as established in the following paragraphs.
- l) Any racist, homophobic, transphobic and/or sexist conduct is prohibited; and in general any other conduct that could violate human dignity will constitute grounds for the immediate cancellation of the residency.

In the event of serious non-compliance with the essential conditions established in these rules and regulations, the award of the residency may be terminated.

In such an event, Madrid Destino shall advise the artist that the residency has been terminated. The latter must submit such allegations as he or she deems appropriate within a maximum of 10 days.

After having received a report from the legal services, the contracting body shall notify the artist of the measures adopted, which may include: abstaining from making use of any of the other elements that make up the rest of the funding of the Residency and the non-payment of any amounts outstanding as of the date of the communication of the termination. In the case of groups, such termination shall refer to all of them. They shall be jointly and severally liable for their obligations and the communication shall be considered to have been made to all the members of the group when it has been communicated to their spokesperson or representative.

In the event that a successful application must be withdrawn, the candidate must give sufficient notice.

## **8. DOCUMENTS TO BE SUBMITTED AND APPLICATION DEADLINE**

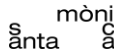
The following online application form must be duly completed in order to submit the application:

**APPLICATION FORM:** <https://form.jotform.com/233022902012336>

In this form, you are requested to provide:

- I. Full personal and contact details
- II. A single .pdf file containing the following information:



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- A biographical summary (maximum 200 words)
- A letter of motivation explaining why you are interested in getting to know the artistic contexts of Barcelona / Madrid and how you think you would benefit from spending time in these contexts. (maximum 300 words)
- A brief dossier of your previous work (maximum 6 pages)

III. A single .pdf file containing the following information:

- A brief text on the research that you would like to carry out within the framework of this residency.
- Visits and work schedule that you would like to carry out during the residency.

If the project is submitted by a group, a single representative should be designated as its spokesperson.

All applications must be submitted before 2pm (GMT+1) **on 8 January 2024**.

Submitting a project does not confer any rights on the participants.

Should you have any queries, please send a message to the following email: [residenciasartisticas@mataderomadrid.org](mailto:residenciasartisticas@mataderomadrid.org) indicating in the subject line 'Convocatoria residència curatorial 2024 / Call for Curatorial Residency 2024'

Without prejudice to the documentation requested for participation, should you be successful in the selection process, you will be asked to submit the following documents:

**DOCUMENTATION TO BE SUBMITTED IF YOUR PROJECT IS SELECTED**

- A copy of the signatory's valid ID document (DNI or passport).
- If several individuals are applying jointly with the same application or project, the aforementioned documentation will be presented by each of the members of the group. In any case, both the application -and the subsequent obligatory document- must be signed by all the members of the group, unless they have given express power of attorney to one or more of their members to act as their legal representative. In any case, attendance at the spaces provided for the enjoyment of the residency may be limited to the number of members of the group that the head of the Centre for Artists in Residence at Matadero Madrid considers viable. In such cases, the payment of the financial allocations of this call for tender may be made either to said representative - if there is one - or to the participant designated for this purpose. Such payment, when made to the said representative or participant, shall fully discharge Madrid Destino of its obligations thereto.
- A Financial Allocation Acceptance Form for the residency, which shall be forwarded to the designated resident, duly signed.

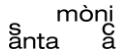
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- A copy of the Residency rules and those for the use of the space, duly signed, which shall be forwarded to the designated resident.
- Once the Acceptance Form has been signed, pursuant to the protocols of the Madrid Destino Safety and Emergency Department, the designated resident will receive the following Occupational Risk Prevention documentation from the Sub-directorate for Self-Protection and Coordination of Business Activities (CAE):
  - Occupational Risk Assessment of the spaces that make up the Matadero cultural centre attached to Madrid Destino.
  - Emergency Measures for the four spaces that make up the Matadero cultural centre attached to Madrid Destino.

The resident must sign an acknowledgement of receipt and send it to the assigned technician at the following address: [seguridadprevencion@madrid-destino.com](mailto:seguridadprevencion@madrid-destino.com). Técnico CAE y Autoprotección, Subdirección Autoprotección y CAE, Dirección de Seguridad y Emergencias, Madrid Destino, Cultura, Turismo y Negocio, S.A., Calle Conde Duque 9-11, 1ª Planta. 28015, Madrid. Cultural and Sports Area. Madrid City Council.

**DOCUMENTATION TO BE PRESENTED IN ORDER TO CONFIRM THE FIRST PAYMENT:**

- A signed and stamped Bank account ownership certificate.
- If the successful applicant has his or her residence outside Spain, they must present a tax residence certificate from their country.

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## 9.- INTELLECTUAL PROPERTY

Participants will answer for the originality and authorship of the projects they submit and guarantee that they legitimately hold all intellectual property rights to the projects and, in this respect, guarantee the peaceful use thereof by Madrid Destino and expressly release it from any liability for any direct or indirect damage or harm that could be derived from their failure to comply with this guarantee, without prejudice to any unauthorised material that is not their own property.

The participants authorize Madrid Destino to make use, in full or in part, of the different elements of the project, and when relevant, its result (whether it be texts, images, graphics or videos) exclusively for advertising or biographic purposes of Madrid Destino, i.e., the rights to publish, in paper or digital format, flyers, catalogues or compilations concerning the activities of Madrid Destino or for advertising its activity. Accordingly, commercial use is expressly excluded from this.

The authorisation of such rights is understood to be granted with the necessary and sufficient scope for the maximum period of time provided for by current legislation for worldwide dissemination by any means of distribution, expressly including making them available to the public via the Internet and social networks.

## 10. DATA PROTECTION

Madrid Destino guarantees to the applicant that his or her personal data will be processed in accordance with legislation in force and to this end informs them that such data will be incorporated into a file owned by Madrid Destino in the following terms:

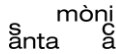
Data controller: Madrid Destino Cultura Turismo y Negocio, S.A., with registered address in Madrid, Calle Conde Duque, 9- 11, Madrid (C.P. 28015).

Data Protection Officer: [dpd@madrid-destino.com](mailto:dpd@madrid-destino.com)

Purposes: To manage and comply with the relationship established (including management of the legal agreement, arrangement and storage of agreements and deeds, accounting administration, compliance with invoicing and fiscal obligations, and for transparency and control purposes).

Storage period: Storage will be limited to the period necessary to comply with the contractual relationship and for the statutory period for civil, criminal, administrative and any other actions that may arise from the activity or service provided.

Recipients: The Tax Agency and other public bodies, in compliance with tax, transparency and control obligations; financial entities for management of collections and payments; and legal authorities. Transparency obligations require Madrid Destino to publish, on its website, a list of all the contracts that it enters into, thereby stating the signatories, the purpose of the

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agreement, its term, any modifications made, the parties obliged to perform the services or activities and the agreed financial obligations.

Lawful basis: Application for a call for entries and awarding of a residency.

Rights: Rights to access, rectification, erasure, data portability and restriction on data processing or objection From may be exercised by sending an email to [dpd@madrid-destino.com](mailto:dpd@madrid-destino.com), with the subject "MATADERO / CENTRE FOR ARTISTS IN RESIDENCE". The person making the request must identify themselves using their official ID document. You can also file a complaint with the Spanish Data Protection Agency (AEPD).

### **11.- PARTICIPANT'S IMAGE RIGHTS**

Participants understand that they may appear in images (photograph, video, etc.) taken in relation to their artistic project for subsequent informative or promotional dissemination of the Madrid Destino activity, and they authorise such use.

They also agree that their image may be used in catalogues or other documents compiling the activities of Matadero Madrid or Madrid Destino or those of LOOP- Screen Projects S.L. , Fabra i Coats: Fàbrica de Creació y Centre d'Arts Santa Mònica.

All of this with provisos and limitation on uses and applications that infringe the right to honour in the terms set out in Organic Law 1/1982 of 5 May on the Civil Protection of the Right to Honour, to Personal and Family Privacy and to One's Own Image. Any other use outside the above scope is expressly excluded from this authorisation.

### **12.- ACCEPTANCE OF THE RULES AND PROCEDURES**

The participants, by the mere fact of having entered the call, accept these rules and procedures.

### **13.- CONFLICT RESOLUTION.**

To resolve any issue or dispute arising out of the call, please write to Madrid Destino so that both parties may reach an amicable resolution.

Were such amicable settlement not to be reached, the parties, expressly waiving their own jurisdiction, submit themselves to the Courts and Tribunals of the city of Madrid.

Should you require more details, please write to: [residenciasartisticas@mataderomadrid.org](mailto:residenciasartisticas@mataderomadrid.org)

All queries will be resolved through this email address and will be published on the website [www.mataderomadrid.org](http://www.mataderomadrid.org)

**In Madrid, on 17th November 2023**