

manifesta°

INTERNATIONAL FOUNDATION MANIFESTA

BID PROCEDURE

MANIFESTA 14, 2022

VERSION 2 NOVEMBER 2016

1 MANIFESTA, THE EUROPEAN BIENNIAL OF CONTEMPORARY ART

1.1 Introduction

Manifesta, the European Biennial of Contemporary Art, changes its location every two years seeking fresh and fertile terrain for the mapping of new cultural topographies. This includes innovations in curatorial practices, exhibition models and education. Each Manifesta biennial aims to investigate and reflect on emerging developments in contemporary art and culture, set within a European context. In doing so, we present local, national and international audiences with new aspects and forms of artistic expression. Manifesta aims to create an interface between prevailing international artistic and intellectual debates, paying attention to the specific qualities and idiosyncrasies of a given location.

Manifesta originated in the early 90's in response to the political, economic and social changes following the end of the Cold War and the subsequent steps towards European integration. Since that time, Manifesta has developed into a traveling platform focusing on the dialogue between art and society in Europe. Manifesta has become a flexible and mobile structure, capable of continuously changing and reinventing itself. For each edition of Manifesta a new curator or team of curators is appointed who in turn invite artists and other cultural producers from around the world to participate.

Any European city, region, island or multiple-city candidate can apply to host Manifesta. The Manifesta Biennial is organized jointly by the International Foundation Manifesta and the host.

Manifesta emphasises the importance of embedding the biennial within the local context to ensure the project strengthens the cultural infrastructure and ecology of the city and region and leaves a sustainable legacy towards long-term development.

To enter the official selection procedure, the prospective host formulates a so-called 'Bid'. The bidding process is meant to give opportunity for extensive dialogue and knowledge exchange between Manifesta and the candidate to produce an exciting and feasible Bid for stakeholders and visitors.

This paper gives detailed information about the Bid procedure for Manifesta 14 in 2022.

1.2 International Foundation Manifesta

International Foundation Manifesta (IFM) is the initiator of Manifesta and its related programs.

Manifesta is the title given to a European biennial manifestation, the network and all related European events. The title, the moral and intellectual assets of this event, including the network, archive and database are vested in IFM, registered with its corporate seat in Rotterdam, The Netherlands (trade register of the Chamber of Commerce in Rotterdam, number 41158120). IFM is a knowledge-based organisation with a permanent team of senior professionals providing the backbone to our multi-faceted organization. Governance of IFM and its assets is vested in the members of the Board and Supervisory Board. The foundation's Amsterdam office executes the operational and strategic development of IFM.

2 BID FOR MANIFESTA 14 IN 2022

The timeline for the selection of a Host City is as follows:

Stage 1	Candidates send a Letter of Interest	(2016)
Stage 2	Candidates send a Letter of Intent	(March – June 2017)
Stage 3	Visit by Director IFM	(March – June 2017)
Stage 4	Visit by Supervisory Board IFM	(July 2016)
Stage 5	Candidates send official Bid	(August 2017)
Stage 6	Selection Host City Manifesta 14	(September 2017)
Stage 7	Protocol signed between IFM and Host City	(December 2017)
Stage 8	Founding of the independent legal entity	(March 2018)
Stage 9	Hosting Agreement signed	(2018)
Stage 10	Coordinator appointed	(2019)
Stage 11	Curatorial selection	(2018 - 2019)
Stage 12	Press Conferences	(2018 - 2019)

Please find a detailed description of each of the stages below:

2.1 Letter of Interest

Candidates present themselves by sending a Letter of Interest. This letter states the applicant's interest to investigate the possibilities to host Manifesta. The letter does not present any form of commitment, but does indicate the candidate's willingness to officially investigate possibilities together with local, national and international stakeholders. The Letter of Interest can be written on behalf of any type of legal entity (government, institution, foundation, school).

This initial letter is the start of a dialogue between the candidate and Manifesta. This could include a visit to the current edition of Manifesta or the offices in Amsterdam to discuss initial ideas and sharing the experiences of previous Manifesta editions.

2.2 Letter of Intent

The following step in the bid procedure is the Letter of Intent. This letter officially indicates the intent of the prospective hosts' governmental authority (municipal, regional or national) to support the development of a bid for Manifesta. The letter should inform IFM about the geo-political, cultural and historical context of the candidate city or region and outlines the motivation of the city to host Manifesta. In addition, the letter describes clear linkages to the artistic infrastructure of the city or region. The Letter of Intent is sent on behalf of, and is signed by, representatives of the governmental entity who will act as the contract party should the Bid be successful.

2.3 Visit by Director IFM

Upon receipt of the Letter of Intent the Director of Manifesta contacts the city's authorities to plan a visit. During this visit the structure of Manifesta is explained and the conditions of the host clarified. The candidate shows the venues or the sites where they would like to host Manifesta.

The visit starts a next level of more intensive discussions and specific knowledge transfer between the Candidate and the Manifesta team to align the Bid concept with legacy and sustainability objectives.

2.4 Visit by Board

The visit by the Director of Manifesta is followed by a visit of a delegation of the IFM Supervisory Board.

2.5 Official Bid

In the official Bid the candidate Host City presents the vision, the context and the conditions to host Manifesta in 2022. The Bid is the outcome of a constructive dialogue between IFM and the Host City to ensure a positive experience and legacy of Manifesta to all stakeholders. There is no set format to the Bid, but the minimum requirements include:

- a) A signed statement by the candidate pledging commitment towards the legal and financial conditions set by IFM to host Manifesta.¹
- b) A cultural profile of the city and its immediate surroundings.
- c) A list of possible locations/venues.
- d) An outline of the thematic concept for the exhibition based on the context of the city/region.
- e) An overview of possible factors affecting the development of the project.
- f) A collection of letters of support from local, regional and national stakeholders.

2.6 Selection

- a) IFM aims to appoint the Host City between 4 and 6 years in advance.
- b) IFM analyses the Bids and may seek further clarification.
- c) The Supervisory Board meets four times a year. The Board envisages to select the Host City for Manifesta 14 in September 2017. IFM reserves the right to make the decision at another moment.

2.7 Protocol

The Protocol is signed upon the selection between IFM and the Host City. The Protocol is the principal agreement between IFM and the City or Region confirming the selection of the Host of Manifesta 14, the transfer of the project and a Transfer fee.

The Transfer Fee is paid by the Host City to IFM for the transfer of the project, access to the Manifesta brand, resources, networks and includes access to IFM knowledge management systems in developing, monitoring and executing the project. The Transfer Fee does not relate to operational service objectives, which will be defined the Hosting Agreement.

The format of the Protocol is supplied by IFM. On basis of the signed Protocol a new independent legal entity is set up on the model of a Dutch Foundation.

The Protocol must be signed within three months of the selection of the Host. The press announcement of the Manifesta 14 Host City follows the signing the Protocol

2.8 Legal entity

For each Manifesta edition an independent legal entity is set up based on the model of a Dutch foundation. This foundation is referred to as Foundation Manifesta 14.² The Foundation Manifesta 14 is the basis for all financial, legal and administrative activities of the Manifesta edition.

¹ The IFM reserves the right to formulate specific conditions for each candidate in order to ensure a variety of participating countries and to ensure new and innovative models for its artistic practices and curatorial structure.

² The Dutch Foundation (Stichting) is an independent non-profit legal entity with a transparent governance structure. It is exempt from corporate taxation and efficient in set-up and development.

2.9 Hosting Agreement

The Hosting Agreement is a detailed contract that articulates the collaborative structures between the IFM and the new legal entity Foundation Manifesta 14. The Hosting agreement defines the Service fee paid to IFM in relation to specific operational service objectives. The Hosting Agreement is signed by Chair of the Foundation Manifesta 14 and the Chair of the IFM Supervisory Board.

2.10 General Director

IFM and Foundation Manifesta 14 jointly appoint a General Director.

2.11 Curatorial selection

The selection process for the curator or team of curators is determined on the basis of the Bid. The curator conceptualizes the final artistic program for Manifesta 14. As integral part of the concept of Manifesta, IFM is responsible for the selection of the curators. The selection is carried out by a subcommittee of the IFM Supervisory Board who may invite external experts. The curatorial contract is signed with the Foundation Manifesta 14. IFM supplies a template for the curators' contract.

2.12 Press Conference

The selection of the Host City will be announced to the Press upon the signing of the Protocol. A second press conference announces the appointment of curators. IFM stipulates the time and place of this first press conference.

3 CONDITIONS

The following conditions are to be included in the Bid:

3.1 Cultural conditions

The candidate Host City agrees in writing to the aims and principles of Manifesta.

3.1.1 The aims of Manifesta are:

- to investigate the changing DNA of European culture in all of its aspects;
- to organize an experimental, professional, well-equipped biennial of cultural events every two years at a different location in Europe in collaboration with local public and private partners;
- to facilitate artistic and scientific exchange between all professional groups and parties, especially those which have limited access to the art market and established institutions;
- to initiate new projects and new artistic and urbanistic practices, to experiment with new curatorial and creative methods and develop new audiences for culture and contemporary art;
- to attract the widest possible audiences;
- to create a sustainable short-term impact and long-term legacy for the region as cultural hub;
- to strengthen the cultural infrastructure of the region;
- to act as a research and knowledge centre for the production of newly commissioned works.

3.1.2 The principle of Manifesta is a:

- Deliberate nomadic structure
- Dutch initiative with international scope
- Catalyst for innovative cultural and artistic projects
- Creating a network is as important as the biennial exhibition
- Artistic mediation by changing team of artistic directors and curators

3.2 Financial Conditions

The Candidate Host City agrees in writing to the following financial conditions:

- 3.2.1 For the successful execution of Manifesta 14 in 2022, the Host guarantees the minimum Host City Investment including the transfer fee as stipulated by IFM per country in annex A.^{3 4}
- 3.2.2 The Transfer Fee for the project Manifesta 14 to the IFM is € 728,000. This fee is to be considered separate from the minimum budget for the biennial. The Host guarantees payment of the Transfer Fee within two weeks of the signing of the Protocol.
- 3.2.3 IFM will charge a Service Fee for providing professional capacity to Manifesta 14. The amount of the Service Fee is defined on the basis on specific operational objectives in the Hosting Agreement. The Service fee indicated in annex A ranges between € 200.000 and € 450.000 per annum over a four year Manifesta 14 period.
- 3.2.4 Should multiple governmental authorities participate in the bidding process for Manifesta, it is important that agreements are made with each partner with regard to funding and the governance of the project. The structure of the agreements is to be clarified and the agreements are to be included in the Bid. Manifesta seeks one governmental authority as its contract partner to jointly run the project.
- 3.2.5 The Candidate City/Region is obliged to inform IFM of any national fiscal, financial or legal conditions that could have an effect on the ability of the Host or IFM to fulfil their obligations.

3.3 Legal Conditions

The Candidate Host City agrees in writing to the following legal conditions:

- 3.3.1 The Initiating Partners of the Manifesta Biennial are the IFM and the Host City.
- 3.3.2 For all legal purposes the IFM will only accept a municipal, regional or national body as the Initiating Partner of the Manifesta Biennial.
- 3.3.3 The Initiating Partners will jointly found an independent legal entity on the model of a Dutch Foundation, which will be the financial, legal and administrative trust for the Manifesta Biennial.
- 3.3.4 The Foundation will have full autonomy over the budget of the biennial within the scope of its aims and objectives under its By-laws.
- 3.3.5 The Initiating Partners guarantee the artistic autonomy of artists and staff in order to allow the elaboration of new and innovative models.
- 3.3.6 The Initiating Partners shall safeguard the autonomy of the Foundation from personal or political interference.
- 3.3.7 The Board of Foundation shall consist of:
- a) A Chair of the Board selected by IFM
 - b) A Vice-Chair selected by the Host City.
 - c) Board members appointed in equal numbers by IFM and the Host City.

³ IFM reserves the right to change conditions or stipulate additional legal or financial guarantees.

⁴ The country specific budgets aim to stimulate candidate cities/regions from all countries to make a bid for Manifesta by taking into account differences in purchasing power.

- 3.3.8 Profiles of the board members are defined by IFM.
- 3.3.9 The Foundation Manifesta 14 is to be an independent organization and may not be part of or linked to an existing institution.
- 3.3.10 The working language of the Foundation shall be English.

4 FOR MORE INFORMATION PLEASE CONTACT:

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Annex A.

MANIFESTA 14 – 2022

COUNTRY	HOST CITY INVESTMENT	Transfer fee	Service Fee*	BASIC BUDGET**
Albania	4,505,055	728,000	1,260,000	2,517,055
Austria	6,426,838	728,000	1,260,000	4,438,838
Belgium	6,243,758	728,000	1,260,000	4,255,758
Bosnia and Herzegovina	4,440,953	728,000	1,260,000	2,452,953
Bulgaria	5,001,607	728,000	1,260,000	3,013,607
Croatia	5,112,965	728,000	1,260,000	3,124,965
Cyprus	5,781,397	728,000	1,260,000	3,793,397
Czech Republic	5,750,864	728,000	1,260,000	3,762,864
Denmark	6,461,004	728,000	1,260,000	4,473,004
Estonia	5,626,465	728,000	1,260,000	3,638,465
Finland	6,131,132	728,000	1,260,000	4,143,132
France	6,200,392	728,000	1,260,000	4,212,392
Germany	6,538,165	728,000	1,260,000	4,550,165
Greece	5,414,039	728,000	1,260,000	3,426,039
Hungary	5,406,674	728,000	1,260,000	3,418,674
Iceland	6,632,716	728,000	1,260,000	4,644,716
Ireland	7,982,607	728,000	1,260,000	5,994,607
Italy	5,778,695	728,000	1,260,000	3,790,695
Kosovo	4,637,242	728,000	1,260,000	2,649,242
Latvia	5,445,616	728,000	1,260,000	3,457,616
Lithuania	5,770,215	728,000	1,260,000	3,782,215
Luxembourg	9,597,762	728,000	1,260,000	7,609,762
FYR Macedonia	4,656,238	728,000	1,260,000	2,668,238
Malta	6,126,925	728,000	1,260,000	4,138,925
Moldova	4,040,340	728,000	1,260,000	2,052,340
Montenegro	4,815,738	728,000	1,260,000	2,827,738
Netherlands	6,742,591	728,000	1,260,000	4,754,591
Norway	7,685,289	728,000	1,260,000	5,697,289
Poland	5,499,175	728,000	1,260,000	3,511,175
Portugal	5,369,960	728,000	1,260,000	3,381,960
Romania	5,177,836	728,000	1,260,000	3,189,836
San Marino	7,533,265	728,000	1,260,000	5,545,265
Scotland	6,183,392	728,000	1,260,000	4,195,392
Serbia	4,637,242	728,000	1,260,000	2,649,242
Slovak Republic	5,770,635	728,000	1,260,000	3,782,635
Slovenia	5,621,672	728,000	1,260,000	3,633,672
Spain	5,939,513	728,000	1,260,000	3,951,513
Sweden	6,613,380	728,000	1,260,000	4,625,380
Switzerland	7,071,070	728,000	1,260,000	5,083,070

Turkey	5,014,710	728,000	1,260,000	3,026,710
Ukraine	4,240,772	728,000	1,260,000	2,252,772
United Kingdom	6,183,392	728,000	1,260,000	4,195,392

* Estimate. The Service Fee is calculated in relation to delivering operational services by IFM staff, to be defined in the Hosting Agreement.

** Calculated using Gross domestic product based on purchasing-power-parity (PPP) per capita GDP (Source: International Monetary Fund, World Economic Outlook Database, October 2016)