**Open Workshop – Professional Portfolio**

# Additional information for application

Once you have filled in the personal information on the application portal, please fill out this form and upload it under attachments under “Additional information”. Thank you.

Background

|  |  |
| --- | --- |
| BIO/ resumé:*Please write a few lines about your educational and/ or professional background.* | Klik eller tryk her for at skrive tekst. |
| Have you applied to Open Workshop before? | [ ] Yes[ ] No |
| Where did you learn about Open Workshop? | Klik eller tryk her for at skrive tekst. |

Project information

|  |  |
| --- | --- |
| Project title | Klik eller tryk her for at skrive tekst. |
| Type of project | [ ]  Professional portfolio[ ]  Showreel |
| Statement of Intent: *Why me? Why now?* | Klik eller tryk her for at skrive tekst. |

Type of support

|  |  |
| --- | --- |
| Please tick the type of support | [ ] 1. Workstation in Open Workshop[ ] 2. Open Workshop housing (private bedroom with shared kitchen- and bath facilities) |

Type of support 1

|  |  |
| --- | --- |
| Nature of work in Open Workshop:*What kind of work do you intend to do while at Open Workshop?* | Klik eller tryk her for at skrive tekst. |
| Project needs:*What do you need for your project while at Open Workshop - programs, art materials, consultant needs, other?**All workstations are provided with a screen, computer, and a cintiq.* | Klik eller tryk her for at skrive tekst. |
| Expected Results:*Please describe in further details what you hope to leave Open Workshop with - max. 1000 characters.* | Klik eller tryk her for at skrive tekst. |

Type of support 2

|  |  |
| --- | --- |
| Preferred date of arrival:*Our workstations and rooms for residents are usually fully booked until between 3 to 6 months after the deadline, so please do not apply for a residency that starts too soon after the deadline.* | Klik eller tryk for at angive en dato. |
| Preferred date of departure:*Please note that there is a 6-Month limit to the application. However, the residency can be extended of up to 1 Month.* | Klik eller tryk for at angive en dato. |

Links

|  |  |
| --- | --- |
| Previous work - please provide link(s) to: *- Previous projects, showreel, portfolio**- Your website or similar**- Art Profiles on Social Medias - Facebook, Instagram, Youtube, etc.* | Klik eller tryk her for at skrive tekst. |

Attachment.

|  |  |
| --- | --- |
| Please tick off the items you intend to add to the PDF. Please note that it is not necessary to attach everything in the list. ***NOTE: all attachments should be put together in just 1 PDF file.*** | [ ] CV - mandatory[ ] Artwork[ ] Other |

**OPEN WORKSHOP RESIDENCY AGREEMENT**

I certify that the submitted information is true, and that by submitting this application I agree to terms of Open Workshop as stated below.

**GENERAL TERMS**

The grant is valid for the period stated in the grant email. If projects are not realized within the allocated grant period, Open Workshop reserves the right to decide whether the grant should be withdrawn or whether the grant should be maintained.

The grant is conditional on the fact that the same project has not received a grant from the Danish Film Institute. If this is the case, the grant from Open Workshop will be withdrawn.

The beneficiary also consents that information about the beneficiary, including the beneficiary's name and project name, will be published on Open Workshop's online portals after the grant has been awarded.

The grant must be used to cover expenses in connection with the supported project/ production. An invoice from a company subject to VAT must include VAT.

If Open Workshop's equipment or facilities are misused or the grant is breached, Open Workshop reserves the right to withdraw the grant and to reject applications from the same beneficiary in the future.

The beneficiary assumes responsibility for following the "Behavior Policy at The Animation Workshop".

**EQUIPMENT**

All equipment in the Open Workshop must be handled with care. All equipment borrowed from The Animation Workshop or Open Workshop must be returned in the same condition as it was delivered. If loaned equipment is not returned in the same order and condition as when it was delivered, any costs for repair, replacement of equipment, etc. falls on the beneficiary.

Open Workshop's equipment and facilities may only be used for the supported project.

The beneficiary is responsible for saving his/her own material. The Animation Workshop has available servers that can be used (Open Workshop's shared drive or a specific project drive) where the files are backed up daily. Open Workshop can help with setup, but is not responsible for storage. Open Workshop cannot be held responsible for any loss of material.

**ACCOMMODATION**

The beneficiary must comply with the house rules in the relevant building that have been provided to them. The accommodation must be delivered cleaned and in the same condition as upon arrival. If the accommodation is not returned in the same order and condition as when it was delivered, the beneficiary will be held responsible for any costs for cleaning, repair, replacement of fixtures, etc.

**CREDIT**
Open Workshop must be credited in the finished film with Open Workshop's logo and in the film's end credits. When crediting Open Workshop please use the dedicated section “How to credit your project” in the website [Open Workshop - Work in a creative environment (via.dk)](https://animationworkshop.via.dk/animation-residency/open-workshop).

None of Open Workshop's logos may be changed in size/layout unless otherwise agreed with Open Workshop's employees.

In all promotional material across all platforms, it must be stated that the film was produced with support from Open Workshop either in writing and/or by using the Open Workshop's logo. It is the beneficiary's responsibility to ensure that any third-party respects this.

Open Workshop must be tagged in posts on social media that deal with the supported production. Open Workshop thereby has the opportunity to share these postings on relevant social media. Open Workshop is present on Facebook, Instagram and LinkedIn. We can be found on all social channels by searching for "Open Workshop" or "Open Workshop Viborg".

**DELIVERY**

The beneficiary is responsible for delivering copies of the produced material to Open Workshop. These should be of the highest available quality.
In addition, the applicant must deliver:

* A pitch and a synopsis for the project
* Artwork and/or Project-stills to be used for promotion of Open Workshop
* CVs of all crew involved

The above should be delivered in digital form by using the “status declaration form” from Open Workshops homepage. The beneficiary is expected to fill out the “Status Declaration Form” before departure from the Open Workshop.

The beneficiary consents to Open Workshop storing the supported, completed project in a secure manner for an indefinite period of time after the completion of the project without passing it on to third parties.

**FOLLOW-UP**
The beneficiary is responsible for keeping the Open Workshop's staff informed of the current status of the project while at Open Workshop, including participating in "big project meetings". In addition, also update the Open Workshop's staff about the project after the end of the residency via the “status declaration form”.

Upon completion of the project, the beneficiary is responsible for informing Open Workshop by submitting the “Project Completion form”.

Furthermore, the beneficiary must submit the project to The Danish Film Institute’s film archive no later than six months after completion.

If the film receives an award at a festival, Open Workshop must be contacted. This applies for up to two years after completion is registered.

**RIGHTS**

It is a prerequisite for receiving support that all rights related to the individual project are fully disclosed and that the beneficiary, without limitations, holds or can acquire all rights to the project that are necessary for the beneficiary and Open Workshop to exploit the film in accordance with these terms.

At the time of application, the applicant must have entered into agreements with rights holders, which means that the applicant holds or can acquire all necessary rights for the production and distribution of the finished work.

Open Workshop can at any time require the applicant to provide the necessary documentation to prove the holding of rights for the project, including documentation that the applicant holds or can acquire rights as stated above.

Open Workshop has the non-commercial, self-promotional rights to:

- Produce necessary copies for making status reports to Open Workshop's supporters
- To use copies or parts of the material for promotion of Open Workshop (in any medium)
- If it is a fully produced film/game/etc., the right to promote Open Workshop by including the material on its website and any other medium (any release will be made in accordance with the producer/rights holder and with his/her planned release schedule: i. e. nothing will be released in any medium until the producer/rights holder agrees to it in writing)

**INFORMATION ABOUT OUR PROCESSING OF YOUR PERSONAL INFORMATION, ETC.**

According to the General Data Protection Regulation (GDPR), which came into effect on 25th May 2018, the data controller has to inform you about the way your personal data is being processed.

Below is an overview of Open Workshop's processing of your data:

The Open Workshop is organized under VIA University College, thus VIA University College is responsible for processing the personal data that we receive about you - our contact details are:

VIA University College

Hedeager 2

8200 Aarhus N

30773047

8755 0000

via@via.dk

If you have any questions about how VIA processes your data, you are welcome to contact VIA’s Data Protection Advisor, Kristian Hohwü Nielsen, by email: dpo@via.dk or by phone: +45 87 55 18 24.

When you apply for support from Open Workshop, a case is created in our electronic case management system. Here we register, among other things, your name, address, social security number, telephone number and e-mail address as well as other information from your application. If your information changes, we will correct it when we become aware of the changes. In your case folder, we will also save your application to Open Workshop and the attachments you have attached to your application. During your support period, we journalize additional documents and information on your case when it is necessary for Open Workshop/VIA's administration. This applies, for example, to documents and information in connection with quick support, etc.

Open Workshop/VIA also logs the location of your devices, including your computer and phone, when you log on to VIA's wifi. Location is logged for the reason that using VIA's wifi requires access to one of VIA's many hotspots.

When you complete or cancel your project in Open Workshop/VIA, your case will be closed in VIA's case processing system and you will be registered as completed in the study administrative systems. The information about you in VIA's systems is not deleted. This is partly because this will only be possible in individual cases within the framework of the legislation, and partly because this option is not available in all systems. Your study file is closed in our case management system and access to your case is restricted. The information is also transferred to the State Archives at regular intervals, and is considered deleted upon handover.

Disclosure of data is related to the financing of Open workshop and is required in connection with documentation and financial control throughout the project. Data from the application to Open Workshop and data from the completion form are registered in a shared database for The Film Talent Fond and the other film workshops in Denmark (the Aarhus, Odense and Copenhagen Film Workshops). Disclosure will be kept at an absolute minimum, limited strictly to the purpose of the project.

INFORMATION

The disclosure may include the following information

• Social Security number

• Name, address

• Other information in the application and the completion notification form

• In connection with financial support: all vouchers regarding this, such as: pay slips, invoices, receipts, reimbursements, etc.

• Extracts of time registration

RECIPIENT

We may pass on or entrust your personal data to the following categories of recipients

• Danish companies and foundations, including the other film workshops in The Film Talent Fond

• EU and other foreign sources (within the EU)

• Regions and municipalities

• Ministries and agencies etc.

• Danish National Archives

• Other public sources

YOUR RIGHTS

You have the right to be informed about the collection and processing of information for electronic data processing, just as you have the right to ask for insight into the information that is processed electronically and to ask to have any incorrect information corrected and, in rare cases, to have information deleted.

If you want to know who the relevant funding providers are, you can contact Open Workshop.

COMPLAINT GUIDELINES

If you wish to complain about the way Open Workshop/VIA has processed your personal data, you can send a complaint to VIA's HR department at the following email: HR@via.dk or to VIA's supervisory authority, which is Datatilsynet, Borgergade 28,5., 1300 København K, tel. 33 19 32 00, e-mail: dt@datatilsynet.dk

*Version 7.0. - December 2023*