**TEMPLATE FOR SUBMISSION OF FINANCIAL PROPOSAL**

**[*Note to applicants****: The template presented in Section III should be adapted by each artist according to the specific characteristics of the mural(s) or installation(s) for which they intend to submit a proposal. The financial proposal must accurately reflect all costs associated with the execution of the work, from conception to final installation***]**

**FINANCIAL PROPOSAL**

**TechPark CV Art Competition – Ref. No. 20/CVTP-II/UGPE/2024**

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| --- | --- |
| **Applicant:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Tax Identification Number:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Address:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Phone:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Email:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Mural Location:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Mural Dimensions:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Technique Used:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Estimated Duration of Work:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Detailed Financial Proposal**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Descrição** | **Unidade** | **Qtd.** | **Custo Unitário**  | **Total** |
| 1. Artistic Fees | Project |  |  |  |
| 2. Assistant Labor | Day |  |  |  |
| Reimbursable Expenses |  |  |  |  |
| 3.1 Transport/Travel | Trip |  |  |  |
| 3.2 Per Diem | Day |  |  |  |
| 3.3 Accommodation (if applicable) | Night |  |  |  |
| 4.1 Paints and Varnishes (or specify) | Lot |  |  |  |
| 4.2 Brushes/Rollers/Tools (or specify) | Lot |  |  |  |
| 4.3 Other Materials (specify) | Lot |  |  |  |
| 5.1 Scaffolding/Ladders | Day |  |  |  |
| 5.2 Equipment Rental (specify) | Day |  |  |  |
| 5.3 Safety Gear/Personal Protection | Lot |  |  |  |
| 6. Contingencies | % |  |  |  |
| **TOTAL**  |  |  |  |  |

**NOTES ON REIMBURSABLE EXPENSES**

Reimbursable expenses will be paid upon **submission of supporting documentation** and must comply with the following criteria:

1. **Transport, accommodation, and per diem** will be authorized based on the needs required to execute the mural painting, in line with the objectives of the contractual project.
2. **Required receipts (copies):**
	* Travel (tickets, car rental, local transport)
	* Accommodation
	* Art materials and rented equipment
3. **Per diem:**
	* No receipts required. It is a fixed daily amount intended to cover meals and daily expenses of the artist(s).
4. **Air or ground transport:**
	* Whenever possible, **economy class** or **cost-efficient transport should be used**.
5. **Rental of materials or equipment:** Reimbursed upon submission of an invoice or rental agreement