SUBMISSION GUIDELINES

Welcome to **The Cultural Atelier in Yemen application**

- Please consult our [guidelines](#) for eligibility criteria, supporting material, and evaluation process very carefully before completing and submitting your application.
- You may save and return to the application at any time. A link to the draft application will be displayed on your screen and sent to the email you provide when saving the draft.
- Make sure you save your application as a draft frequently to avoid losing what you have filled in, in case of connection problems or browser automatic reload.
- Please note that the files you add to the application form will only be uploaded upon submission.
- You will not be able to edit your application once it is submitted.
- Saving a draft or submitting the application with uploads may take some time. Do not close your browser before you are notified that the application has been saved.
- Fields marked with the asterisk (*) sign are mandatory. Your application will not be submitted if they are left empty.
- Please note that neither drafts nor submitted applications will be accessible to you once the deadline has passed.
- Please adhere to the minimum and maximum number of characters assigned to the various sections in the form.
- Please adhere to the requested file extensions and file sizes assigned to fields in the form.
- If you have any technical questions about the application, contact us at rachad.chamoun@arabculturefund.org
- Please try to submit your application 24 hours before the deadline. We will not be able to assist you with any technical issues on the deadline day.

Application deadline: 12 July 2024 at 5:00 pm Beirut Time (+3 GMT)

General information about the institution

Name of the institution *

Name of the institution in Arabic*

Year of establishment*

Field of work*

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[                    ]
```
1000 characters maximum

Characters remaining:0/1000

Institution's vision, mission and objectives*

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[                    ]
```
2000 characters maximum

Characters remaining:0/2000

What is the social context the institution works in? *

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[                    ]
```
2000 characters maximum

Characters remaining:0/2000

What are the challenges that the institution faces?*

```
[                    ]
```
1500 characters maximum

Characters remaining:0/1500

Projects and activities of the institution

Current projects of the institution

Describe three projects that were carried out by the institution in the last three years, including the objectives and budget of each project.
If available, please provide supporting material to the project (Videos, Photos, Reports or any material that might help your application)

Project 1 | Description*

```

```
Project 1 | Objectives*

```

```
Project 1 | Budget*

$

Numbers only. Do not use letters or any kind of punctuation, separation, signs, or spaces. Ex: 23000

Supporting Material

Add your link

```

```

Upload a File

Drag and drop here or Browse files
Max file size: 10 MB

Permitted file Types: pdf, zip, rar. Maximum file size: 10 MB

☐ add a project

Projects that the institution intends to implement in the next two years.

Describe three projects that the institution intents to implement in the next three years, including a description of the needs that they aspire to address, and the budget for each project.

Project 1 | Description*

```

```
Project 1 | Objectives*

[text box]

Project 1 | Forecasted budget*

$

Numbers only. Do not use letters or any kind of punctuation, separation, signs, or spaces. Ex: 23000

☐ Add a project

How do the institution's projects relate to the needs of the cultural and artistic sector within which it operates?*

[text box]

Characters remaining:0/3000

3000 characters maximum

Relevance to society and the public: Please describe the communication and networking plan/policy that the institution adopts to reach its audiences and interact with them.*

[text box]

Characters remaining:0/2000

2000 characters maximum

Has the institution previously cooperated with other fellow institutions in Yemen or outside it?*

Has the institution previously cooperated with other fellow institutions in Yemen or outside it?

☐ Yes

☐ No

What is the nature of these corporations?*

[text box]

What is the institution's role/positioning in the broader cultural and artistic context in Yemen? How does its work complement/uniquely integrate with the roles of other cultural institutions within Yemen?*

[text input box]

Characters remaining:0/2000

2000 characters maximum

In order to create an integrated ecosystem for cultural institutions in Yemen, which institution (or more) - in addition to yours - do you nominate to benefit from the program's support?*

[text input box]

Characters remaining:0/2000

2000 characters maximum

Institution's needs and goals

What are the institution's strengths on institutional and programmatic levels?*

[text input box]

What are the institution's weaknesses on institutional and programmatic levels?*

[text input box]

What training/courses does the institution need to complement existing skills and better develop operations?*
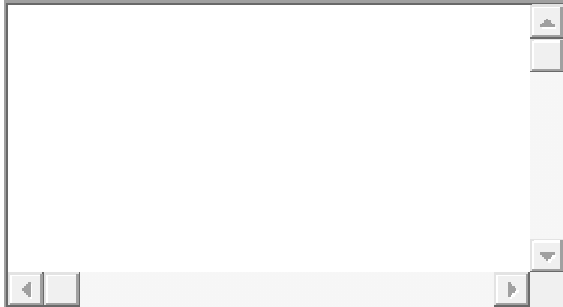
What training/courses does the institution need to complement existing skills and better develop operations? Required field

- ☐ Building team capacities
- ☐ Management in general
- ☐ Financial sustainability and expanding the circle of funders
- ☐ Networking with local communities and expanding the audience
- ☐ Developing programs and activities
- ☐ Developing communication skills at the level of form and/or content
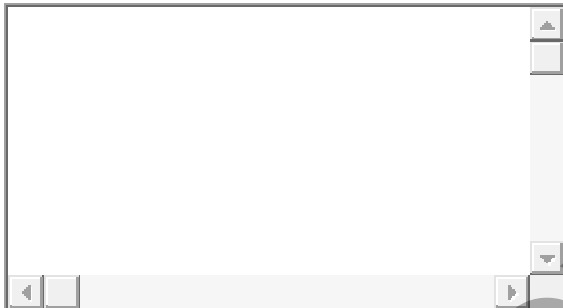- ☐ Building partnerships

☐ Other

[ ] Other

What is the motivation behind the institution's application to this program? What is the expected short-term and medium-term impact on the institution's work? *

[text box]

What challenges might the institution face while implementing the program? How do you expect to deal with these challenges?*
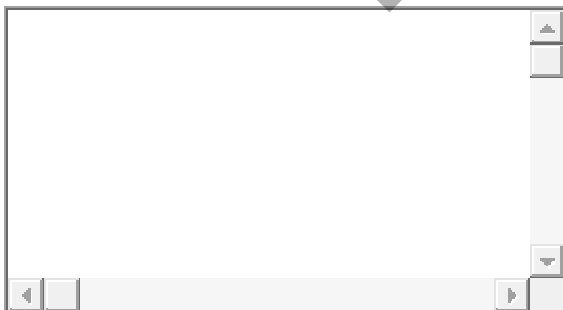
[text box]

Has the institution participated in any type of training previously? *

Has the institution participated in any type of training previously?

○ Yes

○ No

Please state the name of the program, year of participation, and a brief description of the curriculum. *

[text box]

Additional information about the institution

Phone number*

[text box]

Email*

Website*

[   ]

Institution's Registration Document *

Drag and drop here or Browse files
Max file size: 10 MB

Permitted file types: jpg,jpeg,png,pdf. Maximum file size: 10 MB
Does the institution have a bank account?*

Does the institution have a bank account?

☐ Yes

☐ No

Name of the Head of the institution*

[   ]

CV of the Head of the institution*

Drag and drop here or Browse files
Max file size: 10 MB

Permitted file types: pdf, doc, docx. Maximum file size: 10 MB
Name of the Deputy Head of the institution (or an equivalent senior staff)*
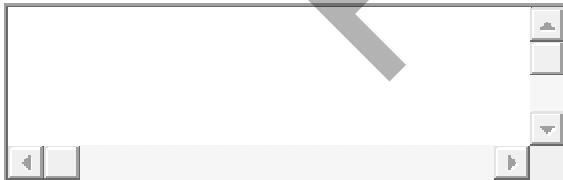
[   ]

CV of the Deputy Head of the institution *

Drag and drop here or Browse files
Max file size: 10 MB

Permitted file types: pdf, doc, docx. Maximum file size: 10 MB
Team members*

[   ] Number of male/female employees (full-time, part-time, freelancers, volunteers), their positions, organizational structure
Does the institution has a board of trustees? *

Does the institution has a board of trustees?

☐ Yes

☐ No

please attach the structure of the Board of Trustees.*

Drag and drop here or Browse files
Max file size: 10 MB

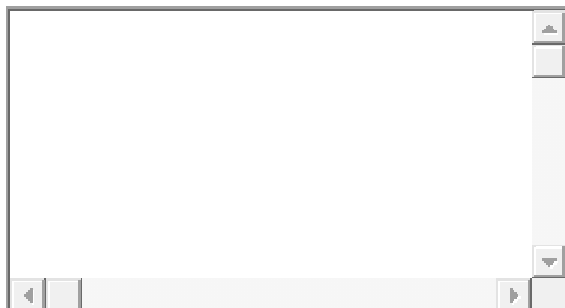Permitted file types: pdf, doc, docx. Maximum file size: 10 MB

Annual report 2023*

[ ]

Please provide a link to the 2023 annual report

Financial reports 2021, 2022, 2023*

[ ]

Please provide a link to the Financial Report for 2021,2022, 2023

What are the sources of institutional financial support received in the last 3 years?*

[   ] Mention the Sources and the amount of support in USD

References

Give details for two individuals who can provide an informed opinion on your work. We may contact them during the selection process.

Reference 1

Name*

[ ]

Email*

Phone number*

[ ]

Professional role or relationship to the institution*

[ ]

Reference 2

Name*

[ ]

Email*

Phone number*

[_____]

Professional role or relationship to the institution*

[_____]

Previous grants

Have you previously received a grant from AFAC?*

Have you previously received a grant from AFAC?

◯ Yes

◯ No

Please fill in the following fields

Project title*

[_____]

Grant type*

[_____ ▼]

Year*

Social media links

Facebook

[_____]

Instagram

[_____]

X (Formerly Twitter)

[_____]

Youtube

[_____]

Other channels

[_____]