Training and Regional Events Grant - Application for Institutions

- This is the **Training and Regional Events grant application form for Institutions, including collaborative projects.** If you are an individual or a team of individuals please use the Individuals application form.
- Please consult our guidelines regarding criteria, eligibility and submission very carefully before completing and submitting your application.
- After you begin the application, you may save and return to it at any time. You will not be able to edit your application once it is submitted.
- Please make sure you save your application as a draft after finishing each section (each 10 to 15 minutes) to avoid losing what you have filled in.
- Please note that neither drafts nor submitted applications will be accessible to you once the deadline has passed.
- Applicants who already have a current open grant from AFAC in any category are not eligible to apply.
- Fields marked with the asterisk (*) sign are mandatory. Your application will not be submitted if any of these fields are left empty.
- Please adhere to the stated minimum and maximum number of words assigned to the various sections in the form.
- Saving a draft or submitting the application with uploads may take some time. Please do not close your browser before you are notified that the application was saved.
- Please adhere to the requested file extensions and file sizes assigned to fields in the form.
- Please consult the SUPPORTING MATERIAL section to make sure you have all the required materials before completing your application.
- If you have any technical questions about the application please contact us at: rachad.chamoun@arabculturefund.org

Application deadline: 1 July 2022 at 5:00 PM Beirut time (GMT+3)

Are you applying as an Institution or as a Collective?*

APPLICATION SUMMARY

Name of the Institution/Collective*

When did the institution/collective begin working? *

Preview

Location of the Institution/collective's Headquarters*

Project Title*

Project Synopsis*

(no more than 60 words)

60 words left

PROJECT INFORMATION

Project Title in Arabic*

Project Image

If possible, please upload a high-resolution image that represents your project. If you are awarded a grant, this image will be used by AFAC to represent your project in our announcements and communications. You will have an opportunity to change this image after the initial announcement.
Permitted file extensions: jpg, jpeg, png, tiff. Maximum file size10MB

Primary Artists or Collaborators*

Please list the names of the primary artists or collaborators involved in this project.

Full Name	Title/Role
Full Name	Title/Role

Preview

Full Name	Title/Role
Full Name	Title/Role
Full Name	Title/Role
Full Name	Title/Role

Project Description*

Please tell us about your project, what is it? what will it explore? And how does it relate to your context or the instiution's/collective's practice?
between 250 and 500 words

500 words left

Project History

If the proposed project is a continuation or expansion of a previous or an ongoing project, please provide a brief overview of the project's history, including: the start date, an overview of earlier phases, and outputs if any.

Project Methodology*

Please describe your artistic approach to this project, the sequence of the activities, how you plan to execute it, what resources will you use, and any other relevant information. (400 words Maximum)

400 words left

Target Engagement*

Please describe who your current or target audience is, how you plan to engage them, and how you plan to reach out to and develop new audiences with this project. (i.e. physical and digital distribution, touring, marketing, press campaigns, online promotion, social media strategies etc...). Try to include actual or estimated audience numbers if and where possible.

Project Implementation Plan*

Preview

Please upload your project's implementation plan as per this template

Permitted file types: xls, xlsx, pdf. Maximum file size: 10MB.

Project Challenges*

Please describe the possible challenges and difficulties that you might encounter while implementing your project.

Project Output(s)*

Please list in bullet points the outputs of your project (e.g.: training, workshop, festival, forum...)

Project Location(s)*

Please indicate where the activities of your project will be implemented

Start Date*

(mm/yyyy)

End Date*

(mm/yyyy)

Name of the Project Leader*

Upload the CV of the Project Leader

(if different from Head of Institution/Collective)
Permitted file types: pdf, doc, docx. Maximum file size: 10 MB

PROJECT BUDGET

Preview

Total budget (USD)*

Numbers only. Please do not use letters or any kind of punctuation, separation or signs. Do not use spaces. (Example: 12000)

Detailed Budget*

Please upload the detailed budget of the whole project.
Permitted file types: xls, xlsx, pdf. Maximum file size: 10MB.

Amount requested from AFAC (USD)*

Please note that the maximum requested amount should not exceed 35000 USD.
Numbers only. Please do not use letters or any kind of punctuation, separation or signs. Do not use spaces. (example:12000)

Budget breakdown for amount requested from AFAC (USD)*

Please provide a breakdown of what the requested AFAC grant will cover - not a breakdown of the total budget. Please note that AFAC grants are not retroactive and cannot be used to cover expenses already undertaken, or commenced before the contract signature date. If your project is selected to receive a grant, the grant will only cover expenses incurred after the contract signature.
Numbers only. Please do not use letters or any kind of punctuation, separation or signs. Do not use spaces. (Example: 13000)

Item	Details	Amount In USD
Item	Details	Amount In USD
Item	Details	Amount In USD
Item	Details	Amount In USD
Item	Details	Amount In USD
Item	Details	Amount In USD
Item	Details	Amount In USD

Preview

Item	Details	Amount In USD
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Item	Details	Amount In USD

Are you receiving (or have applied to) funding from other sources?
*

If you answered yes, please complete the following section.

Source	Amount (USD)	Status	Actual Or Expected Announcement Date (month/year)
Source	Amount (USD)	Status	Actual Or Expected Announcer
Source	Amount (USD)	Status	Actual Or Expected Announcer
Source	Amount (USD)	Status	Actual Or Expected Announcer
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Source	Amount (USD)	Status	Actual Or Expected Announcer

SUPPORTING MATERIAL

- All applications must include supporting materials for the proposed project.
- **Applications lacking in supporting material will not be considered for evaluation nor will the applicant be contacted to send the missing material.**
- It is mandatory to submit samples of previous works/projects (up to three maximum) unless the project you are applying with is the institution/collective's first work.
- For projects involving training, the following supporting materials are required:
  - Curriculum of the training
  - Trainers; CVs and agreement/commitment letters from the trainers attesting to their participation
- For projects that include exhibition of artistic/cultural work, the following supporting materials are required:
  - Proof of consent of exhibited artists
  - Proof of committed venue/space
- For projects that involve work with external consultants, a commitment letter from this second party is required.
- For projects that involve multiple performances / festivals (theater, dance, music, screenings and multidisciplinary projects), the following supporting materials are required:
  - Proof of consent of participating works
  - Proof of committed venue/space
- Supporting files/samples of current submitted project and/or previous work smaller than 10 MB can be uploaded directly to the application.
- Supporting files/samples of current submitted project and/or previous work exceeding 10 MB should be included as links to files on sharing websites (such as Dropbox, Vimeo, YouTube...).
- For further inquiries regarding supporting material, contact AFAC grants management team.

Preview

SAMPLES OF PREVIOUS PROJECTS

Is this the first project of the institution/collective?*

If not, please use this section to list at least one (three maximum) of your most recent projects or collaborations where institution/collective is considered a primary collaborator, or one of the principle creators in a collaborative work.

Please choose examples of previous projects that highlight the strength of the institution/collective's previous work, regardless of its relevance to the proposed project. These can be full length items or extracts from your previous works/projects.

Previous Project 1

Title	Type	Location	Year	Role / Contribution
Title	Type	Location	Year	Role / Contributio

Link

Password

Previous Project 2

Title	Type	Location	Year	Role / Contribution
Title	Type	Location	Year	Role / Contributio

Link

Password

Previous Project 3

Title	Type	Location	Year	Role / Contribution
Title	Type	Location	Year	Role / Contributio

Link

Password

SAMPLES FROM SUBMITTED PROJECT*

Preview

SAMPLES FROM SUBMITTED PROJECT*

Please make sure you use at least one of the following ways to provide samples from the submitted project

Submit Links

These should be at least one item. They should be items that support the artistic content of your proposal and can be anything from writings, research, images, videos, to fully produced works. These can be full length items or extracts.
Please provide a password in case that was necessary to access the files. Please make sure to make those links available until the evaluation process is closed and the results are announced.

Link 1

Description

Password (if Any)

Description

Password (if Any)

Link

Link 2

Description

Password (if Any)

Description

Password (if Any)

Link

Link 3

Description

Password (if Any)

Description

Password (if Any)

Preview

Link

Upload a File

This section is for supporting material that is not available as link in addition to supporting material requested in case your project involves training, collective exhibition, festival. Please consult the Supporting Material section above.
Permitted file types: zip, rar, pdf. Maximum file size: 10MB.

ABOUT THE INSTITUTION/COLLECTIVE

Name of the Institution/Collective in Arabic*

Field of Work*

What are the main strands of your work? (training, recording, festivals,...)

Brief about the Institution/Collective *

Please tell us about your institution/collective, its mission and objectives, history, main previous projects,...

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Board Members*

(or any equivalent governing body)

Name	Position
Name	Position
Name	Position
Name	Position
Name	Position
Name	Position
Name	Position

Preview

Name of the Head of Institution/Name of the Representative of the Collective*

Upload the CV of the Head of Institution/Representative of the Collective*

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

Institution's/Collective's Annual Budget*

(in USD. Numbers only)
If the institution/collective was recently founded, please mention the total budget for the first year.

Please provide a link to the unaudited Financial Statement or Audit Report for the last fiscal year *

If the institution/collective was recently founded, please provide a link to the detailed budget for the first year.

Website (or blog)

References*

Please give details of at least two individuals who can provide an informed opinion of the institution/collective work. We may wish to contact them during the selection process to seek formal references.

Name	Professional Role Or Relationship To The Institution	Phone Number	Email
Name	Professional Role Or Relations	Phone Number	Email
Name	Professional Role Or Relations	Phone Number	Email
Name	Professional Role Or Relations	Phone Number	Email
Name	Professional Role Or Relations	Phone Number	Email

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Institution's registration document

Please upload an official document (registration document or any other equivalent paper) that proves that the institution legally exists. This section is mandatory for registered institutions only.
Permitted file types: pdf, jpg, jpeg, png. Maximum File Size: 10MB

Please provide an online link to the latest Annual Report (or any other equivalent document)

If the institution/collective was recently founded please leave this field blank

Phone number*

Email*

City*

Country*

Upload the Logo of the Institution/Collective

Permitted file extensions: jpg, jpeg, png, eps, ai. Maximum file size: 10 MB

Social Media Links

Facebook

Instagram

Twitter

YouTube

Other

Preview

PREVIOUS GRANTS FROM AFAC

Has the institution/collective previously received a grant from AFAC?*

If yes, please fill in the following fields.

Project Title	Grant Year	Grant Type
Project Title	Grant Year	Grant Type
Project Title	Grant Year	Grant Type
Project Title	Grant Year	Grant Type
Project Title	Grant Year	Grant Type
Project Title	Grant Year	Grant Type

Has the institution/collective previously been involved as a primary collaborator in a project which has received a grant from AFAC? *

Preview

If yes please fill in the following fields

Project Title	Grant Year	Grant Type	Role In The Project
Project Title	Grant Year	Grant Type	Role In The Project
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Project Title	Grant Year	Grant Type	Role In The Project

Project Title	Grant Year	Grant Type	Role In The Project
Project Title	Grant Year	Grant Type	Role In The Project

GRANTS OR AWARDS

Please list any awards, fellowships, residencies, prizes, bursaries or grants that the institution/collective has received over the past five years or that you are currently applying for.

This list should not include grants from AFAC.

Awarding Body	Award Name	Project Title	Date (past Or Upcoming)
Awarding Body	Award Name	Project Title	Date (past Or Upcoming)
Awarding Body	Award Name	Project Title	Date (past Or Upcoming)
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Preview

Save To Draft

Submit Application

Preview