

Guidelines for Arts and Culture Grant Proposals

Advancing Roma Inclusion Through Arts & Culture

Welcome

Thank you for your interest in applying for a grant from the Open Society Arts and Culture Program. These Guidelines are designed to give you all the information you need to apply. Please read the Guidelines carefully before you fill in the Letter of Inquiry, which is the first step in the application process.

Eligibility

The Call is open to applicants from and activities in one or more of the following countries: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Kosovo, Latvia, Lithuania, Macedonia, Montenegro, Poland, Romania, Serbia, Slovakia, Slovenia, and Ukraine.

Priorities

Projects that address one or more of the following priorities of the Arts and Culture Program will be considered to bring added value:

- **Capacity building:** Strengthening the capacity of individuals and organizations to implement and sustain good practices and effective ways of working.
- **Collaboration:** Building alliances and networks with other projects and organizations to encourage knowledge sharing within the country of operation and beyond.
- **Diversity:** Promoting greater equality and access to cultural goods and activities for the most marginalized beneficiaries.
- **Public Engagement with Critical Social Issues:** Using the power of arts and culture to promote discussion, debate, and critical reflection on social issues of importance to target communities and beneficiaries.

Supported activities

Grants are offered for the following three activities:

1. Community-based cultural projects
2. Cultural events
3. Professional development and capacity-building

The three activities are described below. In order to be considered for funding, your project must correspond to one of these activities:

1. Community-based cultural projects

Funding is offered for proposals from self-identified Roma individuals and organizations as well as for proposals from non-Roma-identified individuals and organizations whose professional work engages in intercultural dialogue with Roma culture and communities through forms of artistic creation, for example performing arts, visual arts, fine arts, multimedia, documentary film, or other creative processes.

Community-based art refers to artistic activity based in a community setting. Work in this genre can represent any art form as long as it is characterized by interaction or dialogue with a community. Priority is given to projects that:

- Demonstrate a commitment to collective, rather than strictly individual, representation, or celebrate cultural traditions in a way that provides a space for community reflection.
- Represent practices rooted in social justice and informal education methods that aim to develop social awareness or empower community members.

2. Cultural events

Funding is available for public events that may take the form of festivals, performances, series of public forums, lectures, debates, and other kinds of civic engagement that address the inclusion of Roma culture by providing visibility, fighting prejudice, raising awareness, and generating discussion and debate. Priority is given to projects that:

- Foster artistic and cultural exchange between majority groups and Roma communities, and in so doing, provide a forum for open discussion.
- Use tradition-based artistic and cultural expression as a basis for creating innovative forms of contemporary art, especially through new media and technologies.
- Encourage progressive local cultural policies that are open to diverse forms of contemporary artistic expression.
- Are part of a continuing program, and that have the potential for long-term impact.
- Open mainstream artistic and cultural infrastructures to the artistic and cultural production of Roma.

3. Professional development and capacity-building

Professional development grants provide opportunities for self-identified Roma professionals working in any domain of cultural management, cultural policy, or artistic production to expand their knowledge and skills through a project or production involving travel. Funds may be requested for participation in conferences, seminars, courses, and training workshops as well as curatorial research, cultural documentation, and other forms of research and development leading to or supporting the production of artistic work. Applicants should furnish a letter of intent from the inviting organization or collaborating partner confirming arrangements specified by the applicant.

Priority is given to applicants who clearly explain how the proposed project will advance their professional development and what the beneficial effects in their home country will be once they return.

Capacity-building grants are offered for up to three years, renewable annually for autonomous self-identified Roma cultural organizations. Priority is given to projects that focus on institutional development, for example by building audiences, reaching out to underrepresented groups, strengthening governance, or developing management skills.

Who Can Apply

Applications may be submitted by non-profit legal entities (non-governmental and public organizations, libraries, museums, cultural centers, associations, communities, registered charities, etc.) that work in the field of arts and culture and have the status of beneficiary.

Individuals can apply under Activities 1 and 3 (professional development only).

Former grantees of the Arts and Culture Program may apply on the condition that a final report from the previous grant period has been submitted and approved.

What We Do Not Support

- Feature film production
- Publication (except if part of a larger project)
- (Re)construction of buildings or other infrastructures
- General business investment schemes offering grants or loans
- Debt and debt service charges, fines, legal costs
- Exchange loss
- General business and employment services, where these do not form part of a larger project
- Religious activities
- Major equipment purchase (requests for the purchase of equipment are evaluated on a case by case basis)

How Much You Should Apply For

Most ACP grants range between \$1,000 and \$25,000 USD. Grant awards for collaborative productions, large-scale projects, or complex capacity-building plans are typically larger than for individual professional development projects, non-collaborative artistic productions, or small-scale cultural events. Budgets for the latter three activities should generally not exceed 15,000 USD.

You should prepare your budget indicating gross amounts (salary charges and VAT included) unless your organization is able to recover VAT, in which case you should calculate on a net basis.

Deadline and How to Apply

The Call is open until December 31, 2012 and applications can be submitted on an ongoing basis.

You can only apply to the Arts and Culture Program for one grant at a time. Until you have received a final decision on an application you should not submit other applications to the ACP. If your application was unsuccessful and you apply again for the same project, we will check to see that you have addressed the reasons for which your application was unsuccessful. Applications will be considered on their individual merits and you should include all relevant information in every application that you submit.

We advise you to apply as soon as possible since it can take up to 5 months from the submission of a Letter of Inquiry to the awarding of a grant.

THE APPLICATION PROCESS CONSISTS OF TWO STEPS:

Step 1: Each applicant should submit a **Letter of Inquiry**, which can be downloaded from ACP's website. The purpose of the Letter of Inquiry is to offer immediate feedback to applicants on whether their project is eligible for consideration under the eligibility criteria. If your project is judged to be ineligible, you will receive an explanation of the reason. ACP will typically respond to your Letter of Inquiry within two weeks of receipt.

Step 2: Applicants who are invited to submit an application should complete the **Application Form** and prepare a detailed budget using the **Budget Template**. The Application Form and Budget Template can be downloaded from ACP's website. Please note that Step 2 remains competitive, i.e., even with a good proposal, your application may not be funded.

- The Application Form should be completed in English. Please use 12-point print size in Times New Roman font.
- If the proposed project includes a collaborative aspect, applicants must submit a letter from the proposed collaborator or partner confirming the arrangement described by the applicant.
- Biographies of principal project personnel should be submitted as an appendix to the application form.
- Please submit completed application forms via e-mail to Eniko Garai at egarai@osi.hu
- Please note that incomplete applications (that is, applications missing one or more of the required components) will not be considered for funding.

Terminology Used in the Application Materials

For clarification of terminology used in the application materials, please consult the **Glossary**.

Mentor Assistance with Your Application

We offer mentoring assistance for applicants who are invited to develop a full project proposal in Step 2 of the application process. ACP mentors can offer advice and feedback on developing a well-designed proposal.

How the ACP evaluates proposals

Applications will be reviewed approximately every three months, and you will be advised of the anticipated notification date upon submission of an application.

Your application will be evaluated according to the following criteria:

- Relevance of the project to the aim and priorities of the Call.
- Quality of the project, including:
 - Clarity of goals and tasks
 - Coherence of overall project design
 - Relevance to strategically chosen needs of the target beneficiaries
 - Impact on the project's target beneficiaries; sizes and types of audiences served
 - Feasibility of the activities proposed
 - Capability and capacity of human and institutional resources
 - Community and educational outreach component
 - Expected results, long-term value
 - Sustainability and potential follow-up activities
- Accuracy of project budget, availability of sponsors, in-kind contribution
- References and supporting letters

Who Makes Funding Decisions

Applications will be reviewed and evaluated by the ACP staff, whose recommendations will be submitted to the Arts and Culture Advisory Board for a final decision.

Please note that even with an approved proposal there is no guarantee that you will be offered the total requested amount. In the event of partial funding, ACP will indicate the project elements that may be supported from its grant.

Notification, Contracting, Transfer of Funds, Reporting

Funding decisions will be made within three months of the date on which ACP confirms receipt of a complete Application Form and we will aim to notify you of ACP's funding decision within two weeks of review. You will receive individual notification of the funding decision.

If your project has been approved, we will send you a Contract Data Sheet. The Contract Data Sheet serves as a basis for the grant contract, and should be returned within 10 working days of receipt.

Grant funds are transferred upon ACP's receipt of a signed grant contract. In cases where a project is implemented in several phases, grant funds may be disbursed in installments, with submission of an interim report and accounting serving as a prerequisite for the subsequent installment.

At the end of your project we will ask you to report on the progress and the overall success of the project. For complex, long-term projects we may also require interim reports. Grant reporting has both a narrative and financial component. The Narrative Report Template and Financial Report Template are available on the ACP website.

Any More Questions?

Should you need further clarification, please consult **Frequently Asked Questions (FAQ)**. For further assistance, please contact Eniko Garai at: egarai@osi.hu or at +36 1 882 3100 extension 2478.