



Enabling a Culture  
and Creativity Enriched  
Society



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## GUIDELINES FOR GRANT APPLICATIONS

### PREAMBLE

Culture Fund of Zimbabwe Trust invites the creative arts and culture professionals and agents, representing the Creative Civil Society (CSOs) from around Zimbabwe to respond to **CreativeACTIONS 2 (2023-25)**, project call for proposals. It aims (1) To strengthen individual practitioners and creative civil society organisations' capacities in inter alia, digital skills, production, marketing, networking and arts education; (2) To support innovative artistic and cultural creations from artists and cultural practitioners, creative civil society organizations and private operators in the cultural and creative industries; (3) To empower the Creative sector to participate in policy dialogue and advocacy in order to contribute to an enabling operating environment for the Cultural and Creative Industries strengthen capacities for creative civil society organizations and arts and culture practitioners in Zimbabwe.

- **Overall objective/Impact:** To empower Creative Civil Society Organisations (CSOs) to meaningfully contribute to governance and development processes; particularly women, youth and People with Disabilities (PwDs)

### ELIGIBILITY

- **Nationality**  
Zimbabwean nationals and permanent residents of Zimbabwe with proof of residence.
- **Who qualifies under Creative Civil Society (CSO)?**
  - Artists, cultural and creative actors
  - Apex bodies and consortia in the creative sector
  - Arts associations, Unions and professional networks
  - Collecting Management Organizations (CMOs)
  - Arts education institutions
  - Schools, colleges, vocational training institutions, and universities
  - Community based organizations (CBOs)
  - Trusts
  - Non-Governmental organizations
  - Other non-state actors or not for profit making institutions

**Note:** The Culture Fund definition of Civil Society Organization (CSOs) is guided by the UN Reporting Guidelines, which defines it in footnote <sup>1</sup>

- **Activities that qualify for support**
  - Training, mentoring, accompaniment/ technical assistance of creative CSOs' that brings innovation and growth to the creative sector and organisations
  - Capacity building of artists and cultural practitioners in areas in the Creative Industry Value Chain such as professionalism, communication and marketing, leadership, entrepreneurship, sustainable natural resource use, resource mobilisation and other technical skills to nurture their talent
  - Information and knowledge sharing platforms among creative CSOs
  - Engagement and interactive dialogue with sector authorities and development partner
  - Governance of culture
  - Mobility of artists intra-African region and inter-continental to EU countries, and their cultural goods and services
  - Creating innovations that facilitates creation of income streams
  - E-commerce support towards the creative sector growth
  - Addressing intellectual property and copyright related matters
  - Support creative industries led by youth, women and People with Disabilities (PwD) to improve livelihoods
  - Development or scaling up of innovative arts and cultural actions
  - Festivals, community theatre and actions that enhance diversity and promote indigenous groups and talents

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<sup>1</sup> Non-State, not-for-profit, voluntary entities formed by people in the social sphere that is separate from the State and the market. CSOs represent a wide range of interests and ties. They can include community-based organizations as well as non-governmental organizations (NGOs).



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- Supporting youth to enhance digital media and Information Communication and Technology (ICT) use for driving music, comedy and other visual and audio artistic products as genres of creative society
- Support artistic media production and dissemination (drama, audio-visual, music) to raise awareness about peace, gender equality and tolerance
- Support and promote the revitalisation of positive traditional practices that reinforce unity, shared identity and mutual respect
- Policy, lobbying and advocacy support and engaging with government and local authorities
- Expanding artistic engagement with the local authorities
- Support bold, innovative and exciting projects post COVID-19

## NON-ELIGIBILITY

CreativeACTIONS 2 **will not support:**

- Tuitions and scholarships
- Land acquisition, infrastructure development and construction
- Payment of debts and loans
- Individuals who do not possess legal residency permits for Zimbabwe

## TARGETED REGIONS

CreativeACTIONS 2 grants will target the following action Zimbabwean **targeted regions:**

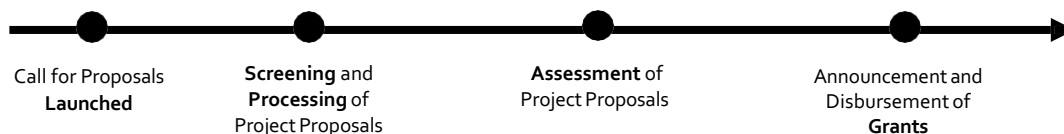
- Harare and Mashonaland Central
- Bulawayo and Midlands
- Mashonaland East and West
- Matabeleland North and South
- Manicaland and Masvingo

Culture Fund will run **information sessions** in the targeted regions to ensure potential applicants are offered grant application information. Deadline for submission of proposals;

LOT	Call for Proposals	Call Closes	Future Calls
1	05 April 2024	22 May 2024	TBA
2	05 April 2024	remains open*	remains open*

Note: \*Lot 2 grant applications will be received throughout the project life-cycle.

## APPLICATION and GRANT MAKING PROCESS



The Culture Fund and European Union will have the right to reject or fund (partially or fully) projects. They can also recommend projects for funding pending submission of additional and relevant details.

## HOW TO APPLY

- **Where to access the Application Forms?**
  - When applying, read the CreativeACTIONS 2 - *Grant Making Guidelines*, downloadable [here](#)
  - Lot 1 – Bigger Grants. Download the Application Form [here](#)
  - Lot 2 – Smaller Grants. Download the Application Form [here](#)
  - Budget Template Download the Budget Template [here](#)
  - Alternatively, all these documents can be accessed upon request through [info@culturefund.co.zw](mailto:info@culturefund.co.zw)



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- **Applicants are required to provide**
  - Clear objectives, current status of the project to justify support
  - A clear outline of activities carried out for Lot 2 (Smaller Grants)
  - A clear outline of activities carried out for Lot 1 (Larger Grants) within a period of 9 months
  - Proof of registration or legal status for organizations, groups and associations
  - Recommendation letters and or other supporting material for review
  - Clear budget that merges well with their tentative work plan
  - Applications will be submitted in English language only
  - A balanced project proposal budget must be submitted in clear spreadsheet format
- **Required information for those requesting for *Mobility/Travel Support***
  - ½ page motivational letter for travelling
  - 1 page CV showing your background and work experience of applicant
  - Support, reference and invitation letter endorsed by the event organizers (where you want to go)
  - Detailed budget (1/2 page), include quotations/valid invoices of airfares
  - For groups, kindly indicate gender of group members intending to travel
  - Attach valid passport copies for people intending to travel outside of Zimbabwe
  - Requests for travel should be submitted at least 45 calendar days prior to travel in order to accommodate time for assessments.

#### RESPONDING TO FREQUENTLY ASKED QUESTIONS (FAQ)

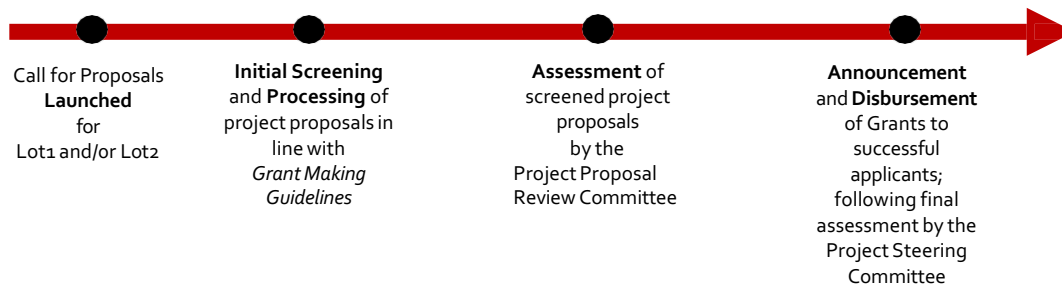
CreativeACTIONS 2 will respond to information requests. A page with Frequently Answers Questions (FAQ) has been made available on the [Culture Fund website](#) and other platforms. Also refer to the last page of this guideline.

#### GRANT SIZES

CreativeACTIONS 2 will be executed over a period of three years; **2023-2025**.

- **Lot 1** (Larger Grants): minimum of **USD11,000.00** and a maximum amount of **USD60,000.00**
- **Lot 2** (Smaller Grants): minimum of **USD1,000.00** and a maximum amount of **USD10,000.00**.

#### PROPOSAL SELECTION CRITERIA





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## PROPOSAL ASSESSMENT CRITERIA

Previous experience, applicant's background and potential of the project team (20)	This criterion evaluates the background and expertise of the applicant and partners in the field(s) related to the project in order to ensure the good quality of the outputs. It also evaluates the quality and the structure of the project team and its partnership and considers whether the project has a clear added value as regards: gender-equality and youth approach, in particular in the team composition. Individuals applying as sole operators will be assessed on their experience and background in relation to their proposed project.
What is the relevance of the project to the creative sector and sector's development priorities (30)	The criteria assess individual and creative sector potential contributing to growth, stimulation of employment creation, innovations and artistic creativity. It also assesses stated benefits beyond the individual or group and any multiplier effects that can influence other sub-sectors in the cultural and creative value chain?
Detailed account of the activities to be carried out, timeframe and monitoring and evaluation (20)	This criterion assesses whether stated activities are clear, concise and realistic. It checks whether the project has a clear monitoring and evaluation plan. Are the activities <i>in synch</i> with project objectives and budget.
Project Budget (20)	Evaluates the project budget, in particular as regards: a) activities appropriately reflected in the budget; b) the accuracy of the estimated costs; c) the feasibility of expected results within the estimated costs.
Project Sustainability (10)	This criterion assesses whether the project is capable of continuing to generate benefits for extended period of time beyond funding support.
<b>Total Score (100)</b>	

### NOTE

All applications should be submitted on the following email address; [info@culturefund.co.zw](mailto:info@culturefund.co.zw)

*If you don't receive a response eight weeks after the deadline for proposals, consider your project not successful*

### For further information:

Website: <https://www.culturefund.org.zw/> | Email: [info@culturefund.co.zw](mailto:info@culturefund.co.zw) | Phone: +263 242794617 / +263 242794530



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## CreativeACTIONS | Frequently Asked Questions (FAQ)

FAQ	ANSWERS OR RESPONSE
How many proposals can I submit?	Applicants cannot submit more than one application during the same call for proposals. They can submit <b>only one application</b> either under Lot 1 or under Lot 2
Can individuals apply? Can private limited companies apply?	Yes, they can apply
Where do I submit the final proposals?	Applications are submitted via email: <a href="mailto:info@culturefund.co.zw">info@culturefund.co.zw</a>
If I apply for a project but involved in another group that is also applying, will that make me disqualified?	You will need to choose where you want to be if you are a key member of more than one project that has submitted applications
We had already crafted our project proposal; can we just submit that proposals?	You are required to submit your proposal using the updated CreativeACTIONS 2 application forms. Please read the Grant Making Guidelines
What is the deadline for the call for Proposals?	Please read page two above.
Can I re-submit the same proposal as before when applying in another grant cycle	Yes, applicants have an option of re-submitting the same proposal or a new one for another call for proposals. You are required to submit your proposal using the updated CreativeACTIONS 2 application forms. Please read the Grant Making Guidelines