GRANT APPLICATION FORM

**Smaller Grants** (Lot 2)

*Grant sizes:* ***USD1,000****(minimum) -* ***USD10,000****(maximum)*

1. **General Information**

|  |  |
| --- | --- |
| * 1. Name of Main Applicant |  |
| * 1. Age of Main Applicant |  |
| * 1. Gender of Main Applicant |  |
| * 1. Name of Applicant’s Organisation *(if applicable)* |  |
| * 1. Specify Project Location/District/City person/organisation is based |  |
| * 1. Physical Address, City |  |
| * 1. Nationality |  |
| * 1. Citizenship |  |
| * 1. Name of Contact Person |  |
| * 1. Telephone & Mobile Number (s) |  |
| * 1. E-mail |  |
| * 1. Website/Facebook page |  |

1. **Organisation Profile** (*If applying as an organisation*)

|  |  |
| --- | --- |
| * 1. Main Activities of Organisation   *(max. 100 words)* |  |

1. **Lead Applicant or Personal Profile**

|  |  |
| --- | --- |
| * 1. Describe your professional experience within the cultural and creative sector. *(max. 100 words)*   *(Attach professional resume if applying as an individual and organizational registration documents in the case of organizations)* |  |
| 3.2 What is your experience in the implementation of creative projects?  *(Give at least two examples of such projects managed in the last 3-5 years, outlining its successes?)* |  |

1. **Project Information** | Summary

|  |  |
| --- | --- |
| **TYPE OF ACTIVITIES** *(Tick or highlight where applicable. You may tick more than one area)* | |
| **Cultural or Artistic Discipline**   * Performing arts (Music/Theatre/Dance) * Photography * Literary arts (oral traditions/publishing/storytelling/languages * Visual arts * Festivals/Events/Exhibitions * Creative Digital Arts and ICT Technology * Film, Audio-Visual and multi-media production * Achieves/heritage * Fashion | |
| **Creative Civil Society**   * Artists, cultural and creative actors * Apex bodies and consortia in the creative sector * Arts associations, trade-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 | |
| 4.1 **Project or Activity Name** |  |
| 4.3  **Acronym** *(if any)* |  |
| 4.4 **Short summary** of project or activities for which funding is sought  *(max. 80 words)* |  |

1. **Project or Activity Information** | Detailed

|  |  |
| --- | --- |
| 5.1 Project or Activity Description *(Please explain what your project will explore and how it relates to your context. What problems will be highlighted? What issues or perspectives will it focus on?)*  *(400 and 450 words)* |  |
| **5.2** **Project or Activity** **Objectives**  **(***Provide two or three objectives)* |  |

|  |  |
| --- | --- |
| **5.3 Project or Activity Justification**  *(In simple terms, why is the project important, what solutions and value will it bring if it is implemented?*  *(max. 200 words)* |  |
| **5.5** What **do you expect to do through this project or activity?**  *(Describe in detail the planned activities of your project. What, for whom, when and where, please provide target numbers where possible*)  *(max. 400 words)* |  |
| **5.6 Expected Results**  *(What are the changes or positive improvements that you expect from the project or activities?)* |  |
| **5.7** How will you recognise the **success** of the project or activity?  *(How will you gather this information? (quantitative/qualitative, written/visual)* |  |
| **5.8** **Monitoring and Evaluation**  *(How do you propose to monitor and evaluate the achievement of the objectives? How will you recognise the success of the project? With quantitative/qualitative, written/visual information? How will you gather this information?)* |  |

1. **Project or Activity Duration**

|  |  |
| --- | --- |
| * 1. **Start Date** |  |
| * 1. **End Date** |  |

1. **Project Budget** | Costs Details

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*(Please click the icon above to access the recommended budget template in Excel)*

|  |  |
| --- | --- |
| * 1. Total Project or Activity **Cost**   *(in USD)* |  |
| * 1. **Contribution** from other sources   *(in USD)* |  |
| * 1. **Amount Requested** from Culture Fund   *(in USD)* |  |

1. **CHECKLIST**

|  |  |  |
| --- | --- | --- |
| **Check the following** | **Yes** | **No** |
| Have you read the Grant Making Guidelines before applying? |  |  |
| Have you read the frequently asked questions in the Grant Making Guidelines before applying? |  |  |
| Have you completed all sections of Smaller Grants (Lot 2) Grant Application Form? |  |  |
| Did you attach the required supporting documents? |  |  |
| If you have registration or articles of association documents, have you attached them? |  |  |
| Project or activity costs (budget template provided) have been completed and attached? |  |  |
| Attached an activity plan or work plan on a separate sheet *(max. one page)*? |  |  |
| Have you attached support, reference, recommendation or invitation letters *(endorsed by the event organizers if you are applying for travel/mobility support)?* |  |  |
| Did you include quotations/valid invoices of airfares *(if you are applying for travel/mobility support)?* |  |  |
| Have you attached valid passport copies *(if you are applying for*  *outside of Zimbabwe travel/mobility support) ?* |  |  |

**Budget Notes:**

Please note that if your project is selected to receive a grant, Culture Fund will only cover approved project or activity related expenses; incurred after the signing of the contract – **not before**.

**Supporting Material:**

* It is recommended that you submit support material / samples of your project or activity for which you are applying for a grant. These can be copies of videos, photographs or sample material – **if practical to do so**.
* It is recommended that you submit proof of registration (legal status) or association - **if you are applying as** an organization, group or associations.
* Letters of recommendations, support and reference letters are part of supporting documentation you are expected to submit with your grant application.
* Please note that the documents attached to your application **will not be returned**.

**For further information**:

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