GRANT APPLICATION FORM

**LARGER GRANTS** (LOT 1)

*Grant sizes:* ***USD11,000****(minimum) –* ***USD60,000****(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**

*(Organisations/ Institutions/ Foundations)*

|  |  |
| --- | --- |
| * 1. Type of Organisation |  |
| 2.2 Year of Establishment |  |
| * 1. Description and Mission of Organisation   *(max. 100 words)* |  |

|  |  |
| --- | --- |
| * 1. Main Activities of Organisation   *(max. 100 words)* |  |
| 2.4 Main Members and their positions in the organisation *(please include age and gender of each member)* |  |

1. **Project Manager Details**

|  |  |
| --- | --- |
| * 1. Describe your professional experience within the cultural and creative sector *(max. 50words)* |  |
| 3.2 What is the experience of your organisation 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**

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| --- | --- |
| **TYPE OF ACTIVITIES** \*\* *(Tick or highlight where applicable)*  **Lot 1**: *(mean* ***Larger Grants****: to fund a minimum of* ***USD11,000*** *and a maximum amount of* ***USD60,000).*** | |
| **Cultural or Artistic Discipline** \*\* *(Tick or highlight where applicable. You may tick more than one area)*   * 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 Area** \*\* *(Tick or highlight where applicable. You may tick more than one area)*   * Artists, cultural and creative actors * Apex bodies and consortia in the creative sector * Arts associations and professional networks; * 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 Name: |  |
| 4.2 Project Title: |  |
| 4.3 Acronym: |  |
| 4.4 Short summary of the project or activity for which funding is sought *(max. 100 words)* |  |

1. **Project Detailed Information**

|  |  |
| --- | --- |
| 5.1 Project 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?)*  *(450 and 500 words)* |  |
| 5.2 **Project Objectives:**  (*Provide two or three objectives for your project)* |  |
| **5.3 Project Justification**  *(In simple terms, why is the project important, what solutions and value will it bring if it is implemented? (Up to 350 words)* |  |

|  |  |
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| **5**.**4** **Relevant contextual details**  *This field is optional.*  (*max. 300 words)* |  |
| **5.5 Project Activities**  *(What do you expect to do through this project? Describe in detail the planned activities. What, for whom, when and where. Please provide target numbers where possible).*  *(max. 1000 words)* |  |
| **5.6 Project Implementation Approach**  *(How do you plan to implement your project? Outline clearly the steps and methods of carrying out project related and planned activities)*  *(max. 500 words)* |  |

|  |  |
| --- | --- |
| **5.7 Expected Results**  *(List the EXPECTED changes or effects or positive improvements from the project?).* |  |
| **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**

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| --- | --- | --- |
| **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 Larger Grants (Lot 1) 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