



Changing The Lives of  
Ordinary Zimbabweans  
Since 2007



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## GUIDELINES FOR GRANT APPLICATIONS

### 2<sup>nd</sup> Call for Proposals | 2021-2022

#### PREAMBLE

Culture Fund of Zimbabwe Trust invites arts and culture professionals and agents, from around Zimbabwe to respond to the Creative*ACTIONS* project call for proposals. Culture Fund and the European Union Delegation to Zimbabwe commit to abide by the government of Zimbabwe regulations and guidelines for COVID-19 pandemic mitigation. All activities submitted in response to this call for proposals are therefore expected to be compliant with the COVID-19 Guidelines and the Prevention, Containment and Treatment laws and as amended by the government of Zimbabwe from time to time. Projects should therefore be able to show how they will plan and adapt to different phases of lockdown measures from full lockdowns to partial lock downs and eased restrictions. The objectives of the call for proposals are:

- 1) To improve creativity skills, knowledge and other capacities of arts and culture practitioners and or their organizations/, groups to enable them to improve their livelihoods and meaningfully contribute to the growth of the arts and culture sector
- 2) To enable people to access artistic and cultural expressions that promote social cohesion, free expression, gender equality and development through supporting innovative projects from artists, cultural practitioners and creative civil society organization

#### ELIGIBILITY

##### Nationality

Zimbabwean nationals and permanent residents of Zimbabwe with proof of residence.

##### Who qualifies under Creative Civil Society?

- 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;

**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

NB: **ONLY** project proposals containing activities that **fully comply with the COVID-19 guidelines and demonstrate adaptability to different stages of lockdown measures** by the government of Zimbabwe will be considered.

The types of activities eligible for financial support include the following:

- Social media project based with a clear demonstration of responding to the call objectives
- Project activities that can be executed within digital spaces; 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.
- Projects that promotes Zimbabwe abroad
- Projects that promote artists within Zimbabwe
- Mobility of creatives and projects activities that aim to export cultural goods and services out of Zimbabwe and within Zimbabwe

<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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- Training, mentoring, accompaniment of creative CSOs'
- 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 partners
- Support creative industries led by youth and women 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.
- 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.

## HOW TO APPLY

### Where to access the Application Forms?

These can be downloaded from the Culture Fund **website, social media** and **electronic platforms**. The forms can also be accessed upon request by the applicants through [info@culturefund.co.zw](mailto:info@culturefund.co.zw). Applications will be submitted in English language only.

### Responding to Frequently Asked Questions (FAQ)

CreativeACTIONS will respond to information request. Questions and Answers (Q&A) will be grouped and made available on the Culture Fund website and other platforms.

### Required information

Applicants are required to provide:

- Clear objectives, current status of the project to justify support
- A clear plan of how the project complies with COVID-19 regulations and guidelines in Zimbabwe
- A clear outline of activities carried out within a maximum period of **8 months**
- Proof of registration or legal status for organizations, groups and associations
- Recommendations Letters and or other supporting material for review
- Clear budget that merges well with their tentative work plan

Deadline for submission of proposals and estimated grant allocation dates are;

	LOT 1	Lot 2
Closing Dates	<b>11 March 2021</b>	<b>11 March 2021</b>
Grants Awarded	<b>23 April 2021</b>	<b>23 April 2021</b>

**Disclaimer:** If you don't get a response by end of April 2021, you may consider your proposal not successful. The Project Steering Committee (PSC) remains flexible to change project start and end dates in consideration of the broader operating environment.

## GRANTING MECHANISMS

Project proposals may be submitted along the following guidelines;

- LOT 1: Minimum of **USD6, 000** and a maximum amount of **USD50, 000**.  
(The indicative allocation for grants under this category is USD100, 000)
- LOT 2: Minimum of **USD500** and a maximum amount of **USD5, 000**  
(The indicative allocation for grants under this category is USD40, 000)

Payments to successful grants will be staggered into disbursements. Details of explaining how that shall be done will be in contracts upon submission of work plans. For example, an initial disbursement will be made to the sub-grantees' bank accounts – or, and in exceptional cases, other legal banking mechanisms such as mobile-money transfer where paper trail can be established. This will be done within approximately the 4 weeks following the signature of the contract and submission of correct details.

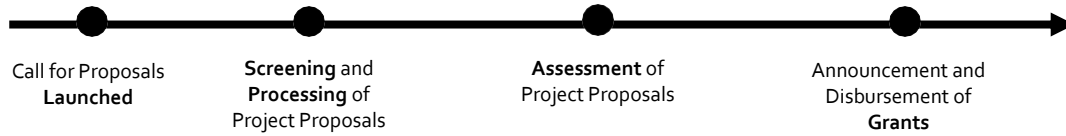


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## APPLICATION and GRANT MAKING PROCESS



The Culture Fund and European Union will have the right to, reject, advise, approve, accept or fund the project. They can also recommend the project for funding pending submission of requested detail.

## SELECTION CRITERIA and METHODOLOGY

### Selection of sub-granted projects:

- **Phase 1- Initial screening**  
The Culture Fund will collect grant applications submitted within the deadline and carry out an **initial screening** for compliance with the selection criteria contained in the guidelines (e.g. eligibility of applicants, submission of both the application form and budget, replies to all sections of the application form, etc.).
- **Phase 2-First Assessment with the Selection Committee (SC)**  
This includes an assessment of all proposals to give an initial scoring after seeing whether the projects deserve to be granted funding or not. After such an assessment is carried out, the entire proposal will be submitted to phase 3 for the PSC. The Selection Committee SC will examine the proposals received using a common matrix for assessment, based on the evaluation criteria and leading to the initial scoring. Applications having reached the score threshold of 75% will be shortlisted.
- **Phase 3-Final Assessment with the Project Steering Committee (PSC)**  
The PSC will make a final review of the assessment process before giving final award. The assessment of project proposals will be completed within approximately 8 weeks after the deadline for submission of proposals. **Final award** meeting will be held in Harare.
- **Phase 4- formal notification of the outcome**  
Once successful, grant applicants have been formally notified of the outcome, they will be asked to provide relevant administrative information about their project to the Culture Fund. Further to completion of this step, a **grant contract** will be signed with sub-grantees. The final list of selected projects will be shared with the EU Delegation for Zimbabwe. Unsuccessful applicants will be informed of the outcome of the process. A **prioritized reserve list** will enable that, in the case successful applicants do not finally sign the grant contract, other applicants can take their place.



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## ASSESSMENT FORM

LARGER GRANTS - LOT 1-LARGER GRANTS

*For the Project Selection Committee: Please sign contract and complete the Declaration of Secrecy before filling in this form*

Signed and Dated: .....

### Brief Notes:

- *The form will be used to assess all submitted project proposals. Every proposal will be marked out of 100%.*
- *Areas to be assessed will include; objectives, relevance, quality of the financial offer, communication strategy and project team potential and previous experience. More detail is outlined inside the template.*

Project Name		
Selection Committee Member		
Name of Applicant		
Specific Location	Provincial Town	District
Cultural Domain (s)		
Results (Indicators) Area		
Type of Activities		
Amount Required		
Gender Composition		
Marginalized/Disadvantaged	YES   NO <i>(encircle one response and stated justification by applicant)</i>	
Does the applicant's proposal qualify for assessment & funding?	YES   NO <i>(encircle one response)</i>	
If NO above, give a reason, sign at the end of the form and discontinue with the Assessment Process.		



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Assessment Area	Assessment Check List
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 assesses 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 compliance with and adaptability to COVID-19 regulations and their amendments (20)	This criteria assesses whether stated activities are clear, concise and realistic. 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 criteria assesses whether the project is capable of continuing to generate benefits for extended period of time beyond funding support.
<b>Total Score (100)</b>	

**Overall Comments:**

**Overall Assessment and Recommendations by the SELECTION COMMITTEE (SC)**

**Recommendation** (Please tick appropriate box)

- Strongly Recommended
- Recommended
- Not Recommended



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For the **PROJECT STEERING COMMITTEE ONLY** (PSC)

**Final Funding Recommendations**

<b>A</b>	SUCCESSFUL.	
<b>B</b>	NOT SUCCESSFUL	

**Comments** (*Optional*)

Signed and Dated:  
(*Print Name and Sign*)




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## ASSESSMENT FORM

SMALLER GRANTS - LOT 2

Emergent Arts Reserve Fund

*For the Project Selection Committee: Please sign contract and complete the Declaration of Secrecy before filling in this form*

Signed and Dated: .....

### Brief Notes:

- *The form will be used to assess all submitted project proposals. Every proposal will be marked out of 100%.*
- *Areas to be assessed will include; objectives, relevance, quality of the financial offer, communication strategy and project team potential and previous experience. More detail is outlined inside the template.*

Project Name		
Selection Committee Member		
Name of Applicant		
Geographical Lot represented	Northern Province	Southern Province
Specific Location	Provincial Town	District
Cultural Domain(s)		
Project Indicator Category		
Type of Activities		
Amount Required		
Gender Composition		
Marginalized/Disadvantaged	YES   NO <i>(encircle one response)</i>	
Does the applicant's proposal qualify for assessment & funding?	YES   NO <i>(encircle one response)</i>	
If NO above, give a reason, sign at the end of the form and discontinue with the Assessment Process.		



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Assessment Area	Assessment Check List
Creativity and Innovation (30)	This criterion evaluates the creativity and innovation of the applicant. 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 creativity 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 assesses 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, compliance and adaptability to COVID-19 regulations and amendments and timeframe (20)	This criteria assesses whether stated activities are clear, concise and realistic. 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.
<b>Total Score (100)</b>	

**Overall Comments:**

**Overall Assessment and Recommendations by the SELECTION COMMITTEE (SC)**

**Recommendation** (Please tick appropriate box)

Strongly Recommended

Recommended

Not Recommended

For the **PROJECT STEERING COMMITTEE ONLY (PSC)**

**Final Funding Recommendations**

A	SUCCESSFUL	
C	NOT SUCCESSFUL	





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**Comments (Optional)**

Signed and Dated:  
(Print Name and Sign)


**NOT ELIGIBLE APPLICATIONS**

The Culture Fund doesn't support:

- Tuitions and scholarships
- Land acquisition, infrastructure development and construction
- Payment of debts and loans

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

**HOW TO SUBMIT**

All the applications should be submitted either on the following email address; [info@culturefund.co.zw](mailto:info@culturefund.co.zw) or sent directly to Culture Fund of Zimbabwe Trust Offices: 51 Harvey Brown, Milton Park, Harare.

**For further information:**

<https://www.culturefund.org.zw/>

**Email:** [info@culturefund.co.zw](mailto:info@culturefund.co.zw) | **Phone:** +263 242794617 / +263 242794211

**END-**



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## CreativeACTIONS | Frequently Asked Questions (FAQ)

FAQ	ANSWERS OR RESPONSE
<p>1. How many proposals can I submit?</p> <p>2. Can I submit a proposal to Lot 1 and to Lot 2 as well?</p> <p>3. Can the same proposal be submitted to Lot 1 and Lot 2?</p> <p>4. I would like to know if a person or organization is allowed to submit two separate applications for two separate projects at the same time</p>	<p>Applicants cannot submit more than one application. They can submit only one application either under Lot 1 or under Lot 2</p>
<p>5. Can individuals apply?</p> <p>6. Kindly assist can private limited companies apply for the culture fund grants.</p>	<p>Yes they can apply</p>
<p>7. Where do I submit the final proposals?</p>	<p>Applications are encouraged to be submitted through <a href="mailto:info@culturefund.co.zw">info@culturefund.co.zw</a> email.</p>
<p>8. If I apply for a project but involved in another group that is also applying, will that make me disqualified?</p>	<p>You will need to choose where you want to be if you are a key member of the project teams</p>
<p>9. We had already crafted our project proposal, can we just submit that proposals?</p>	<p>Make use of the provided grant application forms by Culture Fund "CreativeACTIONS" to guide your project proposal development before submission.</p>
<p>10. What is the deadline for the call for Proposals?</p>	<p>The deadline for the 2<sup>nd</sup> call, refer to the deadlines page 2 of the Grant Making Guidelines</p>
<p>11. Can I re-submit the same proposal from the 1<sup>st</sup> Cycle</p>	<p>Yes applicants have an option of re-submitting, fine tuning the same proposal or develop a new one in the second call.</p>