Performing Arts Grant - Application for Institutions

- This is the **Performing Arts grant application form for institutions, including collectives**. If you are an individual or a team of individuals, please use the individuals application form.
- Please consult our guidelines regarding criteria, eligibility and submission very carefully before completing and submitting your application.
- After you begin the application, you may save and return to it at any time. The word 'draft' will appear next to your application on your account profile page form to indicate the last saved version. You will not be able to edit your application once it is submitted.
- Please make sure you save your application as a draft after finishing each section (each 10 to 15 minutes) to avoid losing what you have filled in.
- Please note that neither drafts nor submitted applications will be accessible to you once the deadline has passed.
- Applicants who already have a current open grant from AFAC in any category are not eligible to apply.
- Fields marked with the asterisk (*) sign are mandatory. Your application will not be submitted if any of these fields are left empty.
- Please adhere to the stated minimum and maximum number of words assigned to the various sections in the form.
- Saving a draft or submitting the application with uploads may take some time. Please do not close your browser before you are notified that the application was saved.
- Please adhere to the requested file extensions and file sizes assigned to fields in the form.
- Please consult the SUPPORTING MATERIAL section to make sure you have all the required materials before completing your application.
- If you have any technical questions about the application please contact us at: rachad.chamoun@arabculturefund.org

Application deadline: 4 April 2023 at 5:00 pm Beirut Time

Are you applying as an Institution or as a Collective?*

APPLICATION SUMMARY

Name of the Institution/Collective*

When did the institution/collective begin working? *

Location of the Institution's Headquarters*

Project Title*

Project Synopsis*

(no more than 60 words)
If you are awarded a grant, this synopsis will be used by AFAC to represent your project in our announcements and communications. You will have an opportunity to change this text after the initial announcement.

60 words left

PROJECT INFORMATION

Project Title in Arabic*

Project Image/Photo

If possible, please upload a high-resolution image that represents your project. If you are awarded a grant, this image will be used by AFAC to represent your project in our announcements and communications. You will have an opportunity to change this image after the initial announcement.
Permitted file extensions: jpg, jpeg, png, tiff. Maximum file size (10 MB)

Primary Artists or Collaborators*

Please list the names of the primary artists or collaborators involved in this project, including yourself. Please list the individual members who will be credited as main actors, designers, writers, researchers...

Full Name	Role In The Project
Full Name	Role In The Project

Full Name	Role In The Project
Full Name	Role In The Project
Full Name	Role In The Project
Full Name	Role In The Project

Project Description*

Please tell us about your project, what is it? what will it explore? And how does it relate to your context or the instiution's/collective's practice?
between 250 and 500 words

500 words left

Project History

If the proposed project is a continuation or expansion of a previous or an ongoing project, please provide a brief overview of the project's history, including: the start date, an overview of earlier phases, and outputs if any.

Project Methodology*

Please describe your artistic approach to this project, the sequence of the activities, how you plan to execute it, what resources will you use, and any other relevant information. (400 words Maximum)

400 words left

Target Audience*

Please describe who your current or target audience is, how you plan to engage them, and how you plan to reach out to and develop new audiences with this project. (i.e. physical and digital distribution, touring, marketing, press campaigns, online promotion, social media strategies etc...). Try to include actual or estimated audience numbers if and where possible.

Project Implementation Plan*

Please upload your project's implementation plan as per this template

Project Implementation Plan*

Permitted file types: xls, xlsx, pdf. Maximum file size: 10MB.

Project Challenges*

Please describe the possible challenges and difficulties that you might encounter while implementing your project.

Project Output(s)*

Please list in bullet points the outputs of your project (e.g.: dance performance, interactive performance, theater play, etc...)

Project Location(s)*

Please indicate where the activities of your project will be implemented

Start Date*

(mm/yyyy)

End Date*

(mm/yyyy)

Name of the Project Leader*

Upload the CV of the Project Leader.

Permitted file types: pdf, doc, docx. Maximum file size: 10 MB

SUPPORTING MATERIAL

- All applications must include supporting materials for the proposed project.
- **Applications lacking in supporting material will not be considered for evaluation nor will the applicant be contacted to send the missing material.**
- It is mandatory to submit samples of previous works/projects (up to three maximum) unless the project you are applying with is your first work.
- For projects involving the staging of a play/performance, the following supporting materials are required:
  - A full theatrical text
  - Proof of a committed space, schedule of rehearsals and dates of performances.
- For projects involving the writing and staging of a play, a sample of the theatrical text is required.
- For dance projects, the following supporting materials are required:
  - Still images (if available)
  - Moving images/video material of no more than ten minutes' duration (if available)
  - Sketches of no more than 10 pages.

- For projects involving training and workshops, the following supporting materials are required:
  - Detailed Curriculum of the training, including titles and briefs of sessions - Trainers; CVs of the professional trainers and agreement/commitment letter from the trainers attesting to their participation
- For projects that include the publication of a book, the following supporting materials are required:
  - Table of contents
  - One sample chapter of the book
- For projects that include touring, the following supporting materials are required:
  - A presentation of the actual final work (ideally a video of the performance)
  - Information about collaborations in touring
  - Proof of a committed venue(s).
- For projects that involve multiple performances (e.g. Festivals), the following supporting materials are required:
  - Proof of consent of participating works and committed venue(s)
  - Samples from the participating works.
- For projects that involve work with external consultants, a commitment letter from this second party is required.
- Supporting files/samples of current submitted project and/or previous work smaller than 10 MB can be uploaded directly to the application.
- Supporting files/samples of current submitted project and/or previous work larger than 10 MB should be included as links to files on sharing websites (such as Dropbox, Vimeo, YouTube…).
- For further inquiries regarding supporting material, contact AFAC grants management team.

SAMPLES FROM SUBMITTED PROJECT*

Please make sure you use at least one of the following ways to provide samples from the submitted project

Submit Links

Please provide a password in case that was necessary to access the files. Please make sure to make those links available until the evaluation process is closed and the results are announced.

Link 1

Description	Password (if Any)
Description	Password (if Any)

Link

Link 2

Description	Password
Description	Password

Link

Link 3

Description	Password

Link

Upload a File

This section is for supporting material that is not available as link in addition to supporting material requested in case your project involves training, book, touring, dance… Please consult the Supporting Material section above.
Permitted file types: zip, rar, pdf. Maximum file size: 10MB.

PROJECT BUDGET

Total budget (USD)*

Numbers only. Please do not use letters or any kind of punctuation, separation or signs. Do not use spaces. (Example: 12000)

Detailed Budget*

Please upload the detailed budget of the whole project.
Permitted file types: xls, xlsx, pdf. Maximum file size: 10MB.

Amount requested from AFAC (USD)*

*Please note that the maximum requested amount should not exceed **35000 USD**.*
Numbers only. Please do not use letters or any kind of punctuation, separation or signs. Do not use spaces. (example:12000)

Budget breakdown for amount requested from AFAC (USD)*

Please provide a breakdown of what the requested AFAC grant will cover - not a breakdown of the total budget. Please note that AFAC grants are not retroactive and cannot be used to cover expenses already undertaken, or commenced before the contract signature date. If your project is selected to receive a grant, the grant will only cover expenses incurred after the contract signature.
Numbers only. Please do not use letters or any kind of punctuation, separation or signs. Do not use spaces. (Example: 13000)

Item	Details	Amount In USD (Numbers Only)
Item	Details	Amount In USD (Numbers Only)
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Are you receiving (or have applied to) funding from other sources?*

If you answered yes, please complete the following section.

Source	Amount (USD)	Status (confirmed/unconfirmed)	Announcement Expected (month/year)
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SAMPLES OF PREVIOUS PROJECTS

It is mandatory to submit samples of previous works/projects (up to three maximum) unless the project you are applying with is your first work.

Is this the first project of the institution/collective?*

If not, please use this section to list at least one (three maximum) of your most recent projects or collaborations where institution/collective is considered a primary collaborator, or one of the principle creators in a collaborative work.
Please choose examples of previous projects that highlight the strength of your previous work, regardless of its relevance to your proposed project. These can be full length items or extracts from your previous works/projects.

Previous Project 1

Title	Type	Location	Year	Your Role / Contribution
Title	Type	Location	Year	Your Role / Contributi

Link			Password	

Previous Project 2

Title	Type	Location	Year	Your Role / Contribution
Title	Type	Location	Year	Your Role / Contributi

Link			Password	

Previous Project 3

Title	Type	Location	Year	Your Role / Contribution
Title	Type	Location	Year	Your Role / Contributi

Link			Password	

ABOUT THE INSTITUTION/COLLECTIVE

Name of the Institution/Collective in Arabic*

Field of Work*

What are the main strands of you work? (training, exhibitions, festivals,...)

Brief about the Institution/Collective *

Please tell us about your institution/collective, its mission and objectives, history, main previous projects,...

Board Members*

(or any equivalent governing body)

Name	Position
Name	Position
Name	Position
Name	Position
Name	Position
Name	Position

Name

Position

Name of the Head of Institution/Name of the Representative of the Collective*

Institution's/Collective's Annual Budget *

(in USD. Numbers only)

Please provide a link to the Audited Financial Statement or Audit Report for the last fiscal year *

If the institution/collective was recently founded, please provide a link to the detailed budget for the first year.

Website (or blog)

Social Media Links

Facebook

Twitter

Instagram

YouTube

Vimeo

References*

Please give details of two individuals who can provide an informed opinion of your work. We may wish to contact them during the selection process to seek formal references.

Name	Professional Role Or Relationship To The Institution	Email	Phone Number
Name	Professional Role Or Relationship To	Email	Phone Number
Name	Professional Role Or Relationship To	Email	Phone Number

Institution's registration document

Please upload an official document (registration document or any other equivalent paper) that proves that the institution legally exists. This section is mandatory for registered institutions only.
Permitted file types: pdf, jpg, jpeg, png. Maximum File Size: 10MB

Please provide an online link to the latest Annual Report (or any other equivalent document)

If the institution/collective was recently founded, please leave this field blank

Phone number*

Email*

Full Address*

Country*

Upload the Logo of the Institution/Collective

Permitted file extensions: jpg, jpeg, png, eps, ai. Maximum file size: 10 MB

PREVIOUS GRANTS FROM AFAC

Have you previously received a grant from AFAC?*

If yes, please fill in the following fields.

Project Title	Grant Year	Grant Type
Project Title	Grant Year	Grant Type
Project Title	Grant Year	Grant Type
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Project Title	Grant Year	Grant Type
Project Title	Grant Year	Grant Type

Before submitting please make sure that:

- Requested supporting materials are included
- No expiring links were added (ex: WeTransfer links)
- All needed passwords are added
- Application is written in one language
- A final reading to double-check texts, typos and any missing info is done

Save To Draft   Submit Application