

Application Language\*

Application Language

- I am applying in English
- Je postule en français

## Submission Guidelines

- This is the **North Africa Cultural Program – National Cultural Opportunities Fund** application for independent arts and culture entities (institutions, collectives, spaces, networks)
- An applicant “Entity” can be any structure ranging from a registered NGO to a non-registered, non-profit, or social enterprise.
- Applicants for this Fund should be based in one of the 5 following countries: **Algeria, Egypt, Libya, Morocco, and Tunisia.**
- Previous recipients of the NACP Phase1 NCOF grants are eligible to apply to this round of applications under the Local Alliances and Collaborations Grant or the Continuity Grant.
- This application is open to entities and not individuals.
- The open call for the NCOF will be launched on **January 8, 2024.**
- Proposed projects should be implemented by **June 2027.**
- 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. A link to your draft application will be sent to your provided email. Please save the link so you can resume your work. 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 (every 10 to 15 minutes) to avoid losing what you have completed.
- Please note that neither drafts nor submitted applications will be accessible to you after the deadline.
- Limited to this particular program only, applicants with existing open grants from another AFAC program are eligible to submit applications.
- Fields marked with an asterisk (\*) are mandatory. Your application will not be submitted if any of these fields is incomplete.

- 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 sizes assigned to fields in the form.
- Please consult the SUPPORTING MATERIAL section at the end of the application 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](mailto:rachad.chamoun@arabculturefund.org)
- For further inquiries, please contact: [nacp@arabculturefund.org](mailto:nacp@arabculturefund.org)
- Application deadline: **March 5, 2024, at 17:00 (GMT+2)**

## ABOUT THE ENTITY/APPLICANT

Name of the entity\*

Name of the Entity in Arabic\*

Phone Number\*

Email\*

Website of Entity\*

Mailing address and/or P.O. Box \*

Address Line 1

City

State/Province

ZIP / Postal

Country\*

Location of the Entity's Headquarters\*

Year of Establishment\*

Entity's Vision, Mission, and Objectives\*

Characters remaining:0/1500

List in bullet points the vision, mission, and objectives of your organization | Maximum: 1,500 characters

Field of Work\*

Characters remaining:0/1500

Specify the discipline(s) and describe the areas of work (i.e. training, re-granting, festivals, exhibitions, research, archiving,...) | Maximum: 1,500 characters

Where does the Entity work?\*

Characters remaining:0/1500

(List country(ies) and cities where your organization operates) | Maximum: 1,500 character

Entity's registration document (if applicable)

No File Chosen

Please upload an official document that proves that the Entity legally exists. Permitted file types: pdf, jpg, jpeg, png. Maximum file size: 10MB.

Name of the Head of Entity\*

Upload the CV of the Head of Entity\*

No File Chosen

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

### Entity's Current Programs/Projects\*



Characters remaining:0/3000

Please list all the programs and projects currently run by the Entity including a description of each | Maximum: 3,000 characters

Has the Entity previously collaborated with the partner organizations on projects or programs?

Has the Entity previously collaborated with the partner organizations on projects or programs?

Yes

No

Annual Report\*

Please provide an online link to your latest annual report or any equivalent document. If no link is available, please upload your document to a file sharing platform (Google Drive, OneDrive...) and submit the link here

Please upload internal policies and governance documents\*

No File Chosen

institutional documents- policies and processes, organigram... | Permitted file types: pdf, doc,docx, zip

## Entity's Financials

Please provide the Entity's financials for the past three years.

2021

Year Budget\*

\$

Numbers only. Please do not use letters or any kind of punctuation, separation or signs. Do not use spaces.

Income\*

\$

Expenditure\*

\$

Numbers only. Please do not use letters or any kind of punctuation, separation or signs. Do not use spaces.

**2022**

Year Budget\*

\$

Numbers only. Please do not use letters or any kind of punctuation, separation or signs. Do not use spaces.

Income\*

\$

Expenditure \*

\$

Numbers only. Please do not use letters or any kind of punctuation, separation or signs. Do not use spaces.

**2023**

Year Budget\*

\$

Numbers only. Please do not use letters or any kind of punctuation, separation or signs. Do not use spaces.

Income\*

\$

Expenditure\*

\$

Numbers only. Please do not use letters or any kind of punctuation, separation or signs. Do not use spaces.

### **Past Projects/initiatives budget**

List up to 3 projects carried out by the Entity in the past five years.

#### **Project/Initiative 1**

Title\*

Year(s)\*

total Budget\*

\$

Numbers only. Please do not use letters or any kind of punctuation, separation or signs. Do not use spaces.

Project Type\*

Main Funder\*

More?

More?

Add a project/initiative

No, Thanks

Audit Report\*

Please provide an online link to your latest audit report or any equivalent document.

Financial Projection

No File Chosen

Please provide a primitive financial projection for the coming two years, if available | Permitted file types: pdf ,doc, docx, csv, xls, xlsx. Maximum file size: 10 MB

### Entity's References

Please list two names and details of individuals to be contacted for reference. Please provide details for individuals who are not directly affiliated with your organization.

#### Reference 1

Name\*

Email\*

Phone Number\*

Professional Role Or Relationship To The Entity\*

#### Reference 2

Name\*

Email\*

Phone Number\*

Professional Role Or Relationship To The Entity\*

Please list two names and details of representatives of donor institutions to be contacted for reference.

### Representative 1

Name\*

Email\*

Phone Number\*

Professional Role Or Relationship To The Entity\*

### Representative 2

Name\*

Email\*

Phone Number\*

Professional Role Or Relationship To The Entity\*

### Previous Grants

Has the Entity previously received a grant from AFAC?\*

Has the Entity previously received a grant from AFAC?

Yes

No

Has your Entity received a grant from the Swiss Cooperation Office or the Swiss Embassy?\*

Has your Entity received a grant from the Swiss Cooperation Office or the Swiss Embassy?

Yes

No

## INSTITUTIONAL REFLECTION

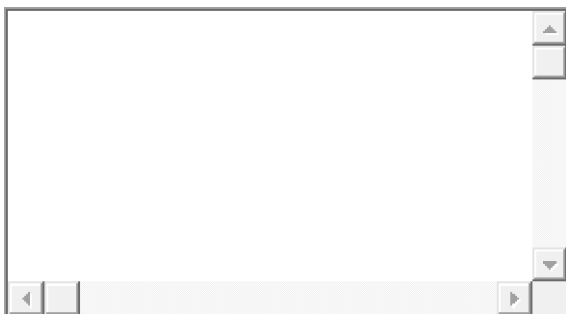
### Context

- How does your entity's work in arts and culture relate to its social context? Describe the specificities of the context your entity is working in. Explain what the challenges and opportunities are.
- Which community/ies do you engage with? Are they direct beneficiaries/audience/wider community members? Describe your entity's engagement with the community through programs and outreach.

Context\*



Please share your entity's SWOT analysis (strengths, weaknesses, opportunities, and threats). How do your organizational mission and activities address it?\*\*





What are the top 2-3 priorities for your entity for the next three years?\*



## ABOUT THE GRANT/ PROJECT

What does your Entity intend to use this grant for?\*

What does your Entity intend to use this grant for? Required field

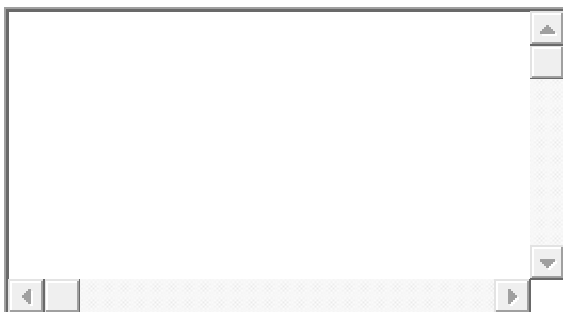
- Institutional Support
- Programmatic Support

## Institutional and Programmatic Grant

### Institutional Strengthening Focus Areas

What are the key areas of institutional strengthening that you consider a priority? These may encompass strategic planning, fundraising, donor relations, external communications (such as website and branding), audience engagement, networking, partnerships, restructuring or reorganizing legal, operational, board, and team structures, as well as learning and evaluation.

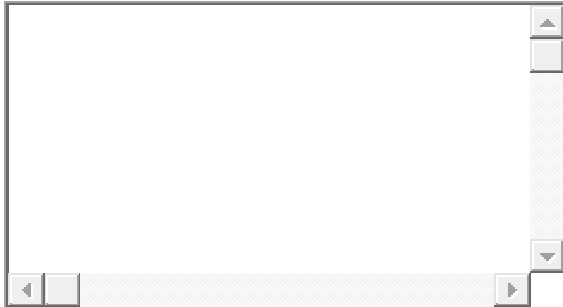
Fill in the focus areas here\*



### Utilization of Grant Funds

How do you plan to utilize the grant to tackle one or more of the aforementioned priority areas? In what ways will this grant enhance your institutional capabilities to address these priorities?

Fill in the grant funds utilization here\*



### Grant-Related Activities

What specific activities and initiatives will be carried out with the grant funding in relation to the identified institutional strengthening priorities?

Fill in the grant-related activities here\*



### Expected Change(s)

How will the entity benefit from the institutional strengthening activity once it has been completed? Please support this with qualitative and quantitative data (where possible).

*You may consider and elaborate on one or more of the following examples, related to the focus areas you chose above, or you can specify other areas you wish to focus on if not mentioned below:*

- *Strategic Planning: development of the mandate/mission or art form that your entity works with by setting a strategic direction for the organization's mission and artistic goals, and artistic development.*

- *Fundraising and Donor Relations: the creation of public value through the work of the entity - be it social engagement, knowledge building/education, or economic benefit.*
- *External Communications (such as website and branding: implementing effective external communication and branding efforts to expand the entity's audience reach.*
- *Networking and Partnerships: adopting business and fundraising models to establish sustainability*
- *Restructuring or reorganization: improving legal status, operational and structural models (organogram), or monitoring, and evaluation processes to ensure sustainability and effectiveness.*

Describe the expected change(s)\*



Are your proposed priorities a continuation or expansion of a previous institutional strengthening activity?\*

Are your proposed priorities a continuation or expansion of a previous institutional strengthening activity?

Yes

No

Follow-up\*

Please describe the monitoring and evaluation process, assessment tools, and indicators you will use to evaluate progress. If needed, external monitoring and evaluation expertise may be covered by this grant.

#### Potential Risks\*

What are the possible risks to the project? How do you plan to reduce or manage those risks?

#### Start Date\*

#### End Date\*

Please indicate when work on this project will be completed. Note that the duration of the project cannot be less than two years and all activities should be implemented by June 2027.

### Implementation Plan

Use the following [implementation plan template](#)

Please upload the implementation plan\*

No File Chosen

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

## ABOUT THE GRANT/ PROJECT

What does your Entity intend to use this grant for?\*

What does your Entity intend to use this grant for? Required field

Institutional Support

□ Programmatic Support

## Programmatic Support

### Project Description

a- Please provide a brief description of the proposed program/project.

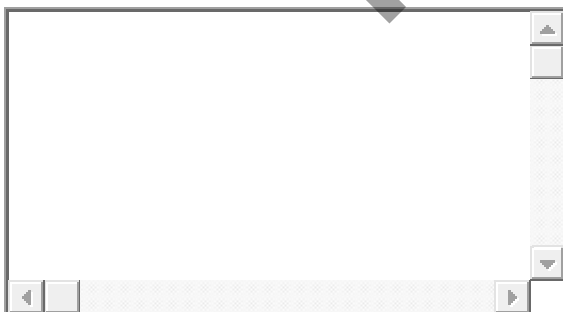
Describe the proposed programs/project and provide a list of related activities, including but not limited to training and workshops, capacity building for artists and technicians, conferences, residencies, research, documentation, programs that increase access to artistic productions, publications, digital platforms, exhibition platforms, events, festivals, re-granting, etc.

b- If the proposed program(s)/project(s)/activity(s) is/are a continuation or expansion of existing ones, please provide a brief overview of their history and an overview of earlier phases and their outputs. Describe the lessons learned from the previous phase and/or provide findings and/or an evaluation.

Fill in your project description here\*

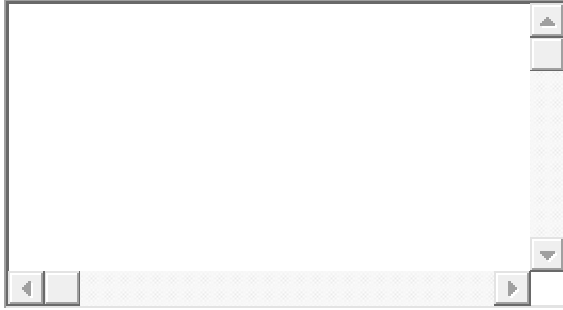
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Main Goal - Outcomes\*

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Describe the overall impact (long-term effect) the requested support will contribute to and how it aligns with your institutional mandate and programmatic priorities.

Approach & Outputs\*



Please describe your project outputs (direct effect). How are you going to achieve these outputs? What is your approach, strategy, and method of implementation for the activities proposed?

#### Partners



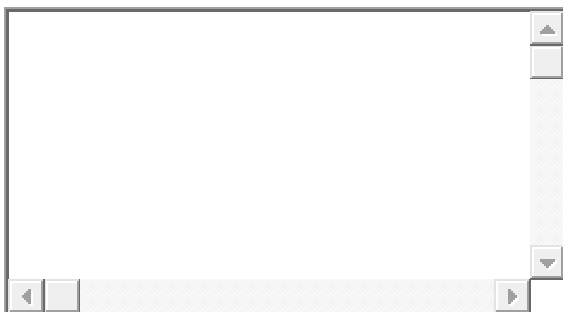
Do you have partners (or plan to include partners) on the proposed programs/projects? Please list existing ones and those whom you plan to approach. Partners can be governmental or non-governmental, contributing financially or in-kind.

#### Target group\*



Who are the direct target groups participating in your programs/activities and how will they benefit from the project? Who are the indirect beneficiaries and how will they benefit from the project? Please provide an approximate breakdown of groups in terms of age and gender, if applicable, and any additional information. Provide figures where possible.

#### Potential Risks\*



What are the possible risks to the project? How do you plan to reduce or manage those risks?

Follow-up\*



Please describe the monitoring and evaluation process, assessment tools, and indicators you will use to evaluate progress. If needed, external monitoring and evaluation expertise may be covered by this grant.

Location\*



Please indicate the geographic areas where the proposed programs/activities will be implemented.

Start Date\*

End Date\*

Please indicate when work on this project will be completed. Note that the duration of the project cannot be less than two years and all activities should be implemented by June 2027.

### Implementation Plan

Use the following [implementation plan template](#).

Please upload the implementation plan\*

No File Chosen

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

## BUDGET

The budget structure (institutional strengthening, operational, staff, and running costs) should reflect the intended purpose of this grant (see budget template). It should be proportional to the financial capacities of the applying entity in terms of the quality of the accounting system and experience in managing similar budgets.

Under Institutional strengthening, expenses related to material and human resources are essential for the functioning of the organization and its programmers. Material resources may include equipment, software, and office furniture while human resources include capacity building, access to opportunities related to fundraising and donor relations, external communication and website, audience engagement activities, networking, memberships, organizational restructuring (legal, operational), learning and evaluation, etc.

Operational costs are directly linked to the implementation of the project and have a direct impact on the beneficiaries or target groups of the organization. These include training workshops, capacity building for artists and technicians, conferences, residencies, research, documentation, publications, digital platforms, exhibition platforms, events, festivals, etc.

Staff costs include salaries, benefits and insurance, consultancy fees, daily allowances, professional training, etc.

Running costs are those that are incurred by the organization for operational tasks, i.e. administration costs such as rent, electricity, water, telephone bills, office supplies, office maintenance, office insurance, legal fees, and audits.

What is the annual budget of you entity?\*

What is the annual budget of you entity?

- Less than 50,000 USD
- 50,000 USD to 80,000 USD
- More than 80,000 USD

Total Budget\*

\$

Numbers only. Please do not use letters or any kind of punctuation, separation, signs, or spaces.

## Detailed budget



Please provide the detailed budget for this grant using the [AFAC Budget Template](#)

Please upload the detailed budget for this grant\*

No File Chosen

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

Are you receiving (or have applied to) funding from other sources?\*

Are you receiving (or have applied to) funding from other sources?

Yes

No

## SUPPORTING MATERIAL

- All applications must include supporting materials for the proposed project.
- Applications missing supporting material will not be considered for evaluation. AFAC will not contact applicants to request missing supporting material.
- It is mandatory to submit samples of previous works/projects (up to three maximum) unless the project you are applying with is the institution/collective's first work.

### For institutional support

- It is highly recommended to submit supporting material for the institutional strengthening activity you are applying for. Supporting material can include strategic plans, reflection and evaluation reports, audit reports, and other.

### For Programmatic support

- for projects involving training, the following supporting material is required:
  - The curriculum of the training,
  - Trainers; CVs and agreement/commitment letters from the trainers attesting to their participation
- For projects that include an exhibition of artistic/cultural work, the following supporting material is required:
  - Proof of consent of exhibited artists,
  - Proof of committed venue/space

- For projects that involve work with external consultants, a commitment letter from this second party is required.
- For projects that involve multiple performances/festivals (theater, dance, music, screenings, and multidisciplinary projects), the following supporting material is required:
  - Proof of consent of participating works,
  - Proof of committed venue/space
- Supporting files/samples smaller than 10 MB can be uploaded directly to the application.
- Supporting files/samples between 10 MB and 300 MB should be included as links to files on sharing websites (such as Dropbox, Vimeo, YouTube...).
- For further inquiries regarding supporting material, contact: [nacp@arabculturefund.org](mailto:nacp@arabculturefund.org).

### Supporting material from the submitted project

Please make sure you use at least one of the following ways to provide samples from the project you are applying for.

How would you like to submit your supporting material\*

How would you like to submit your supporting material Required field

Provide links

Upload a file

### Submit Links

Please provide material that supports the artistic or institutional content of your proposal; you can submit plans, writings, research, images, videos, or fully produced works. These can be full-length items or extracts. Please provide a password if required to access the files. Please make sure to make links available until the evaluation process is closed and the results are announced.

Description\*

Password (if any)

Link\*

Description

Password (if any)

Link

Description

Password (if any)

Link

### Upload a File

This section is for supporting material that is not available as a link in addition to supporting material requested in case your project involves training, book, or collective exhibition. Please consult the Supporting Material section above.

Upload your file\*

No File Chosen

Permitted file types: zip, rar, pdf. Maximum file size: 10MB.

Is this the entity's first project?\*

Is this the entity's first project?

yes

no

### Samples of previous work

It is highly recommended to submit supporting material for previous projects carried out by the Entity (up to 3 items max).

Please add a maximum of three links to supporting material related to your current and past projects. Examples of supporting material are written, audio-visual documentation, reports, brochures, or other.

Description\*

Password (if any)

Link\*

Description

Password (if any)

Link

Description

Password (if any)

Link

Upload a File

No File Chosen

This section is for supporting material that is not available as a link Permitted file types: zip, rar, pdf. Maximum file size: 10MB.

Preview