



# Guidelines for Applicants Booklet 2022

ACP-EU PROGRAMME (PACIFIC):  
ENHANCING THE CAPACITY  
OF CULTURAL AND CREATIVE  
INDUSTRIES IN THE PACIFIC  
GRANT SCHEME

## Guidelines

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With financial contribution of the European Union and the support of the Secretariat of the OACPS, Organisation of African, Caribbean and Pacific States.

The ACP-EU programme (Pacific) is implemented by the Pacific Community in partnership with the Queensland University of Technology.



# PURPOSE

The purpose of this Guidelines for Applicants Booklet 2022 is to provide simple, easy-to-follow guidance on how to submit an **Expression of Interest** and a **Proposal** to the Pacific ACP-EU Programme: *Enhancing the Capacity of Cultural and Creative Industries in the Pacific Grant Scheme*.

You must read the guidelines carefully and follow the instructions provided. They tell you who can apply, how much they can apply for, what can and cannot be included in the costs and how to apply.

**These guidelines should be read together with:**

- **Pacific ACP-EU CCIP *Expression of Interest Form***

# CONTENTS

<b>Introduction .....</b>	<b>5</b>
Overall objective .....	5
Specific objective .....	5
Expected outcomes.....	7
<b>Pacific ACP-EU CCIP Grant Scheme Application process and key dates .....</b>	<b>8</b>
Target groups .....	11
Geographic coverage .....	11
Funding available and duration of projects.....	12
Co-Financing .....	12
Eligibility Criteria.....	13
Funding priorities.....	15
Eligible projects.....	20
Selection criteria .....	21
Eligible / ineligible project costs .....	22
Reporting and acquittal .....	24
Frequently Asked Questions (FAQs) .....	25
Grant Writing Tips .....	28
Contact Details.....	29

# ACRONYMS

<b>ACP</b>	African, Caribbean and Pacific Countries
<b>ACP-EU Programme</b>	International partnership between ACP countries and the European Union
<b>CCIP</b>	Cultural and creative industries Programme
<b>CCIs</b>	Cultural and creative industries
<b>CFP</b>	Call for Proposals
<b>EOI</b>	Expression of Interest
<b>EU</b>	European Union
<b>PACP</b>	Pacific ACP Countries
<b>QUT</b>	Queensland University of Technology
<b>SPC</b>	Pacific Community

# INTRODUCTION

The ACP-EU Programme ([https://ec.europa.eu/international-partnerships/acp-eu-partnership\\_en](https://ec.europa.eu/international-partnerships/acp-eu-partnership_en)) has launched a regional scheme to strengthen the competitiveness of the cultural and creative industries of ACP countries. This initiative supports the commitment of the European Union (EU) and the Organisation of African, Caribbean and Pacific States (OACPS) to promote the socio-economic development of African, Caribbean and Pacific (ACP) countries. <https://www.acp-ue-culture.eu/en/>

The ACP-EU **Enhancing capacity for the sustainability of cultural and creative industries** (ACP-EU CCIP) will operate across six (6) regional hubs including the Pacific. For more information see <https://www.acp-ue-culture.eu/en/support-for-the-cultural-creative-sectors-in-acp-countries/>

Activities delivered by the Pacific ACP-EU CCIP hub will be managed by the Pacific Community (SPC); in partnership with the Queensland University of Technology (QUT).

## OVERALL OBJECTIVE

There are two parts to the Pacific ACP-EU Programme: *Enhancing the Capacity of Cultural and Creative Industries in the Pacific Grant Scheme*. These are to:

1. increase the contribution of the cultural and creative sector to economic development; and,
2. enhance recognition of its role in national economies in the Pacific.

## SPECIFIC OBJECTIVE

The specific objective is to increase the capacity and sustainability of cultural and creative industry initiatives in the Pacific. It will do this by:

- \* Supporting national and regional development priorities in the fields of culture and creative industries.
- \* Increasing knowledge, research and learning related to culture and the creative industries for capacity, programme, and policy development.
- \* Improving the skills of artists, creative and cultural enterprises, organisations, and operators for the development of the creative and cultural industries.
- \* Facilitating access to financial support for artists, creative and cultural enterprises, organisations, and cultural operators so that they can better support, develop and promote with artists, cultural knowledge holders and communities that they employ or work with.

A large, stylized leaf graphic in a light orange color, positioned in the upper right quadrant of the page. The leaf has several pointed lobes and a central vein structure.

# THE PACIFIC ACP-EU PROGRAMME: ENHANCING THE CAPACITY OF CULTURAL AND CREATIVE INDUSTRIES IN THE PACIFIC GRANT SCHEME

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The main activity of the Pacific ACP-EU Programme: Enhancing the Capacity of Cultural and Creative Industries in the Pacific Grant Scheme (hereafter called 'the Grant Scheme') is to award and distribute financial support (grants) to third parties so that they are able to increase their contributions to their national economies, commercial engagement, and recognition as a significant sector of the economy.

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## ACP-EU Enhancing capacity for the sustainability of *Cultural & Creative Industries* in the Pacific

### APPLICATION PROCESS AND IMPORTANT DATES

#### Overview of Grant Scheme Application Process

1. The Grant Scheme consists of first submitting an **Expression of Interest (EOI)** by interested applicants.
2. Eligible applicants will be invited to attend a compulsory Information Sharing Session. This will give applicants an opportunity to fully understand this Grant Scheme and the programme and how best to apply.
3. Applicants will also be invited to attend several Pre-application Capacity Building Support Sessions that are designed to assist with project design and development. Following these workshops, there will be a **Call for Proposals (CFP)**.
4. A Selection Committee will **evaluate submitted proposals** regularly and award grants for good quality proposals. The Calls for proposals will continue until the **end of project in December 2023** or until all grant funding has been awarded, whichever comes first.
5. **Capacity Building** sessions will be provided to applicants throughout the programme to assist with submitting quality proposals and managing the grants for the successful applicants/grantees. Therefore, the capacity building sessions will run parallel to when applicants are working on their proposals.
6. Once Grants are awarded and a **Grant Agreement** signed, we will continue to work with the Grantees through further project management capacity building support and industry mentoring until the Grants are closed to the end of the programme.

## GRANT SCHEME APPLICATION PROCESS & IMPORTANT DATES

Grant Scheme Stages	Details	Key Dates
<p><b>Submit an Expression of Interest</b></p>	<p>Interested applicants will be invited to submit an Expression of Interest by filling in the EOI Application form. <b>The Call for Expressions of Interest will open on July 1, 2022 and will close on July 31, 2022 at 11.59 p.m.</b> Link to <a href="#">ACPEU Expressions of Interest online form</a>.</p> <p>Applicants will be contacted and advised of the times and dates for Information Sharing Sessions. <b>In order to be able to apply to the Grant Scheme it is compulsory to attend an Information Sharing session.</b></p>	<p><b>July 1 – 31, 2022</b></p>
<p><b>Attend an Information Session &amp; Pre-application Capacity Strengthening Workshops</b></p>	<p>After submitting an EOI applicants will be invited to attend an <i>Information Sharing Session</i>. This will be approximately a half-day session. These workshops will provide additional information on the grant requirements. They are the first step in supporting applicants develop projects that meet the funding criteria and reporting and acquittal requirements.</p> <p>This will be followed by several Capacity Strengthening workshops that are designed to assist you with putting your proposal together.</p>	<p><b>August 2022</b></p> <p><b>Dates to be advised via email</b></p>
<p><b>Call for Proposals launched</b></p>	<p>Proposals will be accepted at any time until funds are fully awarded to Grantees.</p> <p>Applicants are therefore encouraged to submit good quality proposals as early as possible.</p> <p><i>What has to be submitted?</i></p> <p>A list of required documents will be discussed during the Pre-application Capacity Strengthening Workshops. Applicants will be assisted through the capacity building sessions to work on their proposals taking note of:</p> <ol style="list-style-type: none"> <li>a. the various forms that need to be completed.</li> <li>b. the different aspects of the proposal that will be assessed; and</li> <li>c. the eligibility criteria.</li> </ol>	<p><b>Dates to be advised via email to eligible applicants</b></p>

Grant Scheme Stages	Details	Key Dates
<p><b>Capacity Building Sessions</b></p>	<p>The first round of capacity building sessions will start after the Information Sharing Sessions. The timing for these sessions and the amount of them will depend on the needs assessed during the Information sharing workshops.</p> <p>Capacity building sessions will run throughout the life of the project and dates for additional sessions will be decided at a later date depending on need.</p> <p><b>Capacity Building</b> sessions will be provided to applicants throughout the project to assist with submitting quality proposals and managing the grants for the successful applicants/grantees. Therefore, the capacity building sessions will run parallel to when applicants are working on their proposals.</p>	<p><b>August 2022</b></p> <p><b>Dates to be advised via email to eligible applicants</b></p>
<p><b>Evaluation of Proposals</b></p>	<p>A Selection Committee will meet to review, assess, and <b>evaluate the proposals</b> received.</p> <p>A Selection Committee composed of representatives of the relevant stakeholders. The evaluation will be forwarded to SPC Grant and Procurement Committee for approval.</p> <p><b>Round 3 will be the final round for medium and large grant applications.</b></p> <p><b>Round 4 will only accept small grant applications.</b></p> <p>To be included in the evaluation of proposals by the Selection Committee your proposals must be in by the closing dates for each round.</p> <p><b>All times and dates referenced are based on Standard Fiji Time.</b></p> <p>It is highly recommended that you make an effort to submit your proposal no later than the day before the find cutoff date to avoid any disappointment due to internet connectivity issues.</p>	<p><b>ROUND 3 Sept 2022</b></p> <p><b>ROUND 4 Jan 2023</b></p> <p><b>Dates to be advised via email to eligible applicants</b></p>

Grant Scheme Stages	Details	Key Dates
<p><b>Award of Grant Agreements</b></p>	<p>It is envisaged that it will take six (6) to eight (8) weeks from when the Selection Committee meets to evaluate the proposals to the awarding of Grant Agreements to successful applicants.</p> <p>Once a Grant Agreement is awarded the applicants are then referred to as <b>Grantees</b>.</p> <p>However please note! This timeframe may take longer if more work is needed with the capacity assessment so ensure that you pay attention to these details in the Capacity Assessment form.</p>	
<p><b>Implementation of Grants</b></p>	<p>Grantees will be provided with Capacity Building sessions throughout the timeframe of the Grant Agreement. The SPC and QUT team members will also work closely with Grantees to assist them:</p> <ul style="list-style-type: none"> <li>• Manage their grants.</li> <li>• Monitor, evaluate grants and share lessons learnt.</li> <li>• Ensure grants are closed in line with SPC rules and procedures.</li> </ul>	

## TARGET GROUPS

**The Grant Scheme targets creative and cultural enterprises, entities and organisations that are actively participating in the cultural and creative sector in the Pacific.** These could be governmental or non- governmental agencies, community groups, artists associations, sole traders or small or larger businesses, with the purpose of supporting the cultural and creative sectors.

## GEOGRAPHIC COVERAGE

Eligible countries for the Grant Scheme include:



Cook Islands



Federated States of Micronesia



Fiji



Kiribati



Marshall Islands



Nauru



Niue



Palau



Papua New Guinea



Samoa



Solomon Islands



Timor Leste



Tonga



Tuvalu



Vanuatu

It is assumed that most activities will take place in the target countries listed above. However, some activities may be carried out in other Pacific ACP countries not mentioned. If your planned activities include countries that are not listed above (i.e., a non-Pacific ACP country), then you must clearly explain in your proposal how the location of the activity is justified and how these activities will benefit the target populations of the Pacific ACP countries.

### For Example:

Your activity focuses on capacity building and new product development of textile/fashion creatives in the Pacific. You plan a series of skill building and design events in relevant Pacific ACP countries. However, your research shows that it would be of great benefit to the project to attend a trade show or Fashion event in Australia to exhibit your apparel, accessories, and textiles. So provided you are able to demonstrate that attending this exhibition would not only provide exposure, access to new markets and that it would also be a skill building opportunity for Pacific ACP beneficiaries inclusion of this activity in a non-Pacific ACP country such as Australia can be justified.

## FUNDING AVAILABLE AND DURATION OF PROJECTS

A total of €2,100,000 is available under the Grant Scheme. Funding is available under three (3) grant categories – *small, medium, and large*. Funding details such as total funds available, duration of the funding and the number of grants to be distributed in each category is shown in Table 1 below. The number of grants available in each category may change depending on demand.

Please review the eligibility criteria below for each category.

**Table 1: Funding available and duration of projects**

CATEGORY	VALUE	INDICATIVE NUMBER OF GRANTS
Small Grant	€5,000 - €12,000	<b>24</b>
Medium Grant	€12,001 - €70,000	<b>7</b>
Large Grant	€70,001 - €180,000	<b>12</b>

**All funded projects will be wrapped up and reports will be due no later than December 2023.**

This means that Round 3 will be the final round to consider medium and large grants and Round 4 will only consider small grant applications.

## CO-FINANCING

Applicants are required to contribute a **minimum of 10%** of the total project cost in cash or in-kind. Co-contributions may be sourced from an external source, other than the EU. An example of in-kind may be contribution of time of key team members.

## ELIGIBILITY CRITERIA

**All applicants under the Grant Scheme must have previously submitted an EOI and attended the information and capacity building sessions.**

Close attention must be paid to the eligibility criteria as applicants must meet ALL of these criteria for the specific grant category they are applying for if they want to be considered for a grant. In addition to the eligibility criteria for each grant category, applicants will also have to have submitted an EOI and attended an Information Sharing Session. A Request for Proposal must then be submitted using the template provided during the Information Sharing Sessions. In addition to the Request for Proposal template each applicant must have submitted the capacity assessment form and based on this assessment meet all the due diligence requirements that come out of the assessment report of which will be agreed upon and included in the Grant Agreement.

# Eligibility Criteria

## **Applicants must:**

1. Be a citizen or legal entity of at least one Pacific ACP country **and**
2. Have submitted an EOI and attended an information sharing session **and**
3. Submit a completed Call for proposal (CFP) (using the template provided) along with a completed capacity assessment (using the template provided) **and**
4. Identify and focus on one (1) strand **and**
5. Have been established for at least 3 years in one of the Pacific ACP countries **and**
6. Have a track record of managing at least one (1) project in the culture and creative sector since 2018 with a value of at least 50% of the amount being requested from the ACPEU CCIP grant

**OR:** If, you are a business, operating in the culture and creative sector since 2018 you must demonstrate an annual turnover equivalent to the value of 50% of the amount being requested from the ACPEU CCIP grant; **and**

7. Be directly responsible for the preparation and management of activities being funded **and**

## **IN ADDITION TO THE ABOVE THE FOLLOWING CRITERIA APPLY TO EACH CATEGORY:**

### **Small Grant Applicants must:**

8. Provide at least two (2) letters of support from:
  - individuals or organizations you have worked with in the past or artists
  - partners and organizations you plan to work with on the project.
  - If you are working with an indigenous community, a letter of support **must** come from a relevant body such as an elder's council, etc.
9. Individuals/artists may apply for a small grant through their own business or through a community/association with which they are affiliated or registered, or a joint submission made by at least 2 or more individuals or artists
10. Provide evidence of past activities that shows management of funds worth 50% of the amount requested. This may include past project reports such as narrative and financial report and acquittals.
11. Unregistered applicants must formally register their group/ association/ organization prior to submitting an Expression of interest or as part of the capacity strengthening provided by the project

### **Medium Grant Applicants must:**

12. Provide financial reports for **at least two years** (from 2018) clearly showing management of funds worth 50% of the amount requested. Past project reports such as narrative and financial report and acquittals should also be submitted as evidence to show that you have met this 50% requirement.

### **Large Grant Applicants must:**

13. Have been established for at least 6 years in one of the Pacific ACP countries
14. Provide the most recent **audited** financial reports for **at least two years** (from 2018) clearly showing management of funds worth 50% of the amount requested. Past project reports such as narrative and financial report and acquittals should also be submitted to show that you have met this 50% requirement.

### **Joint Submissions:**

If you are considering partnering with another individual, group or organization, the lead applicant must meet **all** of the eligibility criteria for the grant category that you are applying for.

**ALL partners must submit an Expression of Interest and attend an Information Sharing session.**

## FUNDING PRIORITIES

The overall vision of the Grant Scheme is to build a vibrant creative and cultural industries sector that recognises and supports our Pacific cultural knowledge, innovation, and creativity as enablers for sustainable livelihoods and resilient communities.

This vision is in line with the Regional Culture Strategy (2017-2020) and the grant scheme seeks to: ***“increase livelihood opportunities, generate creativity and innovation, foster cultural diversity, increase appreciation for heritage and culture, and improve social cohesion and wellbeing” (SPC 2018, p.3).***

The grant scheme supports projects that are *Pacific-led* and that invest in the recognition and integration of Pacific culture to promote Pacific knowledge and understanding, in support of the diverse knowledge held by our Pacific communities. Projects must have at their heart our Pacific culture and have as their key interest the well-being of Pacific communities for the sustainability of our cultural values and unique heritage.

**Assessment criteria for the grant scheme is informed by the four grant strands and the priorities of the Pacific Regional Culture Strategy (2022 - 2032). The five (5) priorities for the next ten years are: Cultural Policy Frameworks, Cultural Heritage, Cultural Wellbeing, Cultural Innovation and Cultural Statistics. Cross-cutting priorities include Cultural Research, Youth and Culture and Capacity Strengthening across all priority areas.**

**In terms of social impact and development of the region, the scheme further supports a focus on:**

- Women as creative entrepreneurs, and arts and cultural leaders.
- Youth and intergenerational engagement that stimulate the transfer of Indigenous knowledge,
- Providing opportunities for people living with disabilities,
- Integrating environmental sustainability and ecological principles,
- Responding innovatively to the COVID-19 pandemic through digital and new media, and
- Small actors and individuals who can co-apply for a grant by collaborating with local art agencies or another suitable business/organisation.

## **FUNDING STRANDS**

Specifically, the grant scheme priorities are to provide dedicated support to practitioners in the culture and creative sectors within the scope of four (4) main strands which lead to:

- 1. The creation of high-quality goods and services**
- 2. Improved access to national, regional, and international markets**
- 3. Increased visual literacy education; and,**
- 4. Improved access to sustainable financing and reduction in dependency on international financing arrangements**

In addition to these four strands, proposals may cover any of the following cross-cutting areas.

- **Research and scoping related to any of the four strand areas**
- **Development and/or implementation of National Culture Policy which covers the areas outlined in the four strands**
- **Mainstreaming culture across sectors through activities where creatives, artists and cultural communities are engaged in creative projects that contribute across sectors such as health, tourism, environment, trade, and agriculture.**

Table 3 provides a description of the activities included under each strand.

**Table 3: Key activities supported under the four (4) strands of the grant scheme**

## **STRAND 1**

### **The creation of high-quality goods and services**

This strand prioritises institutional strengthening to create an enabling environment for cultural and creative producers to produce high-quality goods and services at a competitive price and in increased quantities. This includes:

#### **1.1 Support for the strengthening and establishment of cultural and creative venues and sites with a focus on:**

- Establishing and /or upgrading infrastructure, equipment and venues for creation and production including arts / design studios, creative industry production incubators, co-production / co-creation spaces, cooperative spaces.
- Development and support for institutions in arts development, artistic education, and visual literacy education.
- Independent venues such as cinemas, theatre, galleries (with a focus on Pacific content).
- Major venues supporting a long term cultural and creative initiative including residency programs.
- Initiatives that promote the regeneration and renewal of places of biodiversity.
- Strengthening festival and cultural event sites.

#### **1.2 Support for Training and Education focused on the Cultural sector and Creative Industries:**

- Training aimed at strengthening institutional knowledge, skills directed at supporting the cultural sector and creative industries.
- Artist and cultural custodians' residencies and exchanges. Initiatives that promote exchanges within the Oceanic region including Australia, New Zealand, and Hawaii.
- On-the-job training, peer learning.
- E-learning and digital literacy.

#### **1.3 Support for the development of cultural product and services:**

- Development of new work for local and international markets. Work that shows co-production, co-creation, or utilisation of human resources from within own countries or where not available from within the Oceanic region will be highly regarded.
- Development of cultural and creative industries support services and infrastructure.

#### **1.4 Safeguarding heritage, protecting and transfer of Indigenous knowledge systems:**

- Development of safeguarding, supporting, and communicating Indigenous knowledge systems and structures.
- Development, maintenance and upgrading initiatives for cultural heritage venues including museums and archives.
- Preservation and safeguarding of cultural sites excluding those previously receiving World Heritage list grants and support.
- Support for initiatives that engage creatives, artists and cultural knowledge holders, communities with museums and collections such as the production and touring of exhibitions, the creation of new work responding to museum collections.
- Training and development for the use of multimedia technologies within these venues to provide greater access to artists, creatives, and the community.

## STRAND 2

### Improved access to national, regional, and international markets

Strand 2 focuses on actions that promote access to markets through improved communications and distribution and resource mobilisation of the creative and cultural industry of the Pacific. This includes:

#### 2.1 Resource mobilisation, networking, and cooperation:

- Initiatives that promote networking and cooperation at local, regional, and international level, identifying and sharing best practices and knowledge.
- Support for activities that strengthen the visibility and networking of arts associations, collectives, cooperatives, and other institutions involved in supporting and networking artists, creatives, and cultural producers

#### 2.2 Communication, online distribution, audience, and market engagement through media outlets:

- Initiatives that provide greater access and visibility of artists, creatives, and cultural producers nationally, regionally, and internationally.
- Support for media outlets such as TV channels / platforms broadcasting a quota of local films, galleries, theatres, exhibition spaces.
- Development of online distribution, development of websites to promote works (audio-visual, fashion, design, crafts, visual arts, heritage, etc.).

#### 2.3 Market Access:

- Development of professional capacities and skills, access to professional personnel such as international producers, agents, and other necessary infrastructure to develop and adapt work to regional and international markets'
- Support for access and attendance at international arts markets, conferences and other key events that provide opportunities to promote and engage target markets.
- Support for national and regional institutions to create targeted market research, develop local mobilisation and international export strategies for cultural and creative goods and services.

## **STRAND 3**

### **Increased visual literacy education**

#### **3.1 Training and introduction of innovative models for cultural education:**

- Development of new, innovative technologies for cultural and creative education, knowledge sharing and resource mobilisation.

#### **3.2 Local content production:**

- Harnessing Indigenous knowledge systems and heritage for content production to support culturally appropriate visual literacy content production.
- Strengthening the production and distribution of local content for online, digital platforms.

#### **3.3 Visual literacy in national curriculum:**

- Encouraging and supporting the introduction of visual literacy in local curriculum.
- Support for education providers and educational leaders who want to engage in a 'teaching artists' model to create sustainable links between the cultural and creative industries and education.

## **STRAND 4**

### **Improved access to sustainable financing and reduction in dependency on international financing arrangements**

Strand 4 focuses on contribution to increasing cultural operators' access to public and private sector markets (local, regional, and international) and attracting investors' interest. This includes:

- Corporate and private sector initiatives that support creators / artists / cultural producers by providing advice, tools, and resources to strengthen their projects, organisations, and businesses.
- Support for existing companies to develop co-financing, co-production initiatives and funding / Grants and other support schemes as part of the corporate social responsibility initiatives.
- Support for research and / or improved access to financing mechanisms and innovative technological approaches.
- Support for the research and development of creative and cultural financing, and other investment initiatives within public and private sector institutions that support the creative and cultural sector.
- Support for the research, development and set up of philanthropic programs.
- Support to organisations to develop sustainable arts grants programs

## CROSS-CUTTING

- **Research and scoping** covering any of the four strands.
- **Development and Implementation of Culture Policy** whose scope covers any of the four strands:

With a specific focus on support to target countries to develop and finalise their National Cultural Policy, National Cultural Industries and develop National Strategies for their implementations

- **Mainstreaming culture across sectors:**

Supporting creative and cultural practice-led initiatives and activities for sustainable development. This includes activities where creatives, artists and cultural communities are engaged in creative projects that contribute across sectors such as health, tourism, environment, trade, and agriculture.

## ELIGIBLE PROJECTS

To be eligible for funding from the grant scheme:

1. Fill in the Request for Proposals template **AND**
2. Proposals must be received complete and within the time frame specified within the rolling **Request for proposals AND**
3. Projects must:
  - Focus on one or more of the eligible activity strands **AND**
  - Align with national country development priorities for the enhancement of the culture and creative sectors **AND**
  - Link to both national Sustainable Development Goal (SDG) and Regional Culture Strategy priorities **AND**
4. Project designs must:
  - Have SMART objectives, well defined short- and long-term results, with a relevant and specific implementation plan, **AND**
  - Have clearly defined stakeholders and target group engagement strategy, networking, and partnership strategy to ensure sustainability **AND**
  - Include an internal monitoring and evaluation plan with clearly defined indicators **AND**
  - Include a strong financial proposal with mandatory support material **AND**
  - Clearly specify how the project activities promote the inclusion and participation of women, youth, and members of rural, remote, and other marginalised communities.

**Existing enterprises and arts associations are advised to have clearly defined objectives detailing activities to generate increased capacity or growth. This might include a business plan, new work outline, targeted market, and support letters from partners.**

## SELECTION CRITERIA FOR REQUEST FOR PROPOSALS

The **Call for Proposals** will be assessed by a technical committee (the Selection Committee) on the following selection criteria. This assessment will be presented to the SPC Grant and Procurement Committee for approval before the final decision to award the grant is taken.

**Table 4: Selection criteria for Request for Proposals**

	Weighting
<b>CONTEXT AND RELEVANCE</b>	
<b>Proposals will be assessed on the artistic merit of the project, how clear the project idea and proposed activities are, whether the project design responds to contextual in-country needs and if they are aligned with national and regional priorities.</b>	<b>30%</b>
Clearly outline the project idea and planned activities. You must make a strong case for the need for this project.	10%
Describe how your proposed activity links to your country's national and/or regional Pacific development priorities for the creative and cultural sectors.	10%
Explain how your proposed activity complements other activities in the creative and cultural sectors undertaken by you or others in your community or organisation.	10%
<b>EFFECTIVENESS &amp; EFFICIENCY</b>	
<b>Proposals will be assessed on the extent to which the proposed activities are expected to achieve its objectives and results and the value for money and timeliness of planned activities.</b>	<b>35%</b>
<b>The workplans and budgets should clearly outline and show this with figures and narration.</b>	
Describe what you plan to achieve from the proposed activities. Outline your objectives and the expected results and ensure that your objectives are SMART.	20%
Identify those skills that you think will be important to deliver this project which you/ your organization or consortium currently does not have. Specify those areas that you may need support or assistance in delivering this project.	15%
<b>IMPACT &amp; SUSTAINABILITY</b>	
<b>Proposals will be assessed on their ability to make a positive difference within the cultural and creative industries.</b>	<b>20%</b>
Clearly outline the impacts you expect the proposed activities will have and who will benefit from these. How do the expected impacts relate to the four strands of the grant theme?	10%
Explain what actions you will take to ensure the impacts of the proposed activity are sustained into the future	10%

## CULTURAL & COMMUNITY INTEGRITY

Proposals will be assessed on their effective contribution to enhancing an environment for creative and cultural producers and its contribution to Pacific values and cultural expression and how the project reflects and communicates these values. 15%

Explain how your activities will promote the inclusion and participation of Target groups such as women, Indigenous people, youth, people with disabilities or members of rural, remote, and other marginalised communities. 7.5%

Explain how your activities promote and support Pacific Indigenous Knowledges & Perspectives. 7.5%

**All interested applicants are STRONGLY ADVISED to attend the pre-application workshops as we will discuss the elements of a strong proposal and discuss in detail each of the assessed criteria above.**

## ELIGIBLE / INELIGIBLE PROJECT COSTS

Applicants can apply for project activities that meet the conditions set out in *Eligible costs* below. The ineligible items are those which will **NOT** be funded by this project.

### Eligible costs

Direct costs are eligible for EU funding if they meet the following criteria:

- They are incurred by and necessary for carrying out the Project
- They are indicated in the estimated overall budget of the project
- They are incurred during the duration of the project
- They are identifiable and verifiable, in particular being recorded in the accounting records of the grantee
- They comply with the requirements of applicable tax and social legislation and
- They are reasonable, justified and comply with the principle of sound financial management, in particular regarding economy and efficiency.

## Eligible direct costs

The eligible direct costs are those costs which satisfy the criteria set out above and are identifiable as specific costs directly linked to the performance of the project. This includes:

- Staff costs linked to implementation of the project, in line with standards in the countries where the project is carried out.

**NOTE:** Employers' contributions to pension or other insurance funds are only eligible if they do not exceed the actual payments made and that the amount provisioned does not exceed the contribution that could have been made to an external fund.

- Travel costs (for networking meetings, training and peer-to-peer activities, conferences, etc.).
- Daily subsistence allowances, within the ceilings set by the European Union.
- Professional fees of experts directly involved in implementing the project.
- The cost of purchasing equipment needed to perform the action (limited to 30% of the total eligible direct costs for which EU funding is requested).
- The cost of supplies and materials provided they are identifiable and assigned to the project.
- Costs related directly to project implementation requirements (information dissemination, translation, documentation, printing and distributing leaflets, etc.).
- Rental of venues and equipment related to the project.
- Mobility grants, aid aimed at entrepreneurs and cultural and creative businesses, artists, and creators.
- The cost of the assessment.

## Eligible indirect costs

Eligible indirect costs are overheads incurred in connection with the beneficiaries' operating and general activities. They are not fully attributed to implementation of the project but are always partially connected to it, for example, costs related to infrastructure, legal advice, documentation, IT, office supplies, communication, etc. These costs are limited to a flat rate of 7% of the total eligible direct costs for the action.

## Ineligible costs

The following costs are ineligible (i.e., not allowed or accepted)

- Bonuses, provisions, reserves, or non-remuneration related costs.
- Office rental, unless the applicant can prove that specific additional office space is necessary for the project.
- Full-purchase cost of equipment and assets unless the asset or equipment is specifically purchased for the Action and ownership is transferred to beneficiaries on conclusion of the project.
- Duties, taxes, and charges, including VAT, that are recoverable/deductible by the Organisation.
- Return of capital.
- Debts and debt service charges (interest).
- Provisions for losses, debts, or potential future liabilities.
- Banking charges for the transfers from and to the Contracting Authority.
- Costs incurred during the suspension of the implementation of the Agreement except the minimum costs agreed on in accordance with EU funding conditions.
- Costs declared by the Organisation under another agreement financed by the European Union budget (including through the European Development Fund).
- Contributions in kind. The cost of staff assigned to the Action and actually incurred by the organisation is not a contribution in kind and may be declared as a direct eligible cost if it complies with the conditions set out in 'Eligible costs'.
- Costs of purchase of land or buildings.

## REPORTING AND ACQUITTAL

**As a general condition of agreement, recipients of funding from the Grant Scheme will be required to provide periodic progress reports until the project is completed.** The number of periodic reports and the frequency of these reports will be determined on a case-by-case basis. This will be determined by the size of grant and duration of the specific project activities.

These reports must provide, inter alia, information on the activities implemented, results achieved, and the problems encountered, and solutions found as well as a provisional timetable and budget forecast of the activities still to be carried out. The timeframes and amount for the disbursement of funds will be agreed upon by SPC and the Grantees and will be dependent on the results of the capacity assessments. Financial acquittals will be mandatory to receiving funds and the timing and details will also be detailed in the Grant Agreements.

## FAQS & GRANT WRITING TIPS

In this section, you will find responses to some frequently asked questions (FAQs) and some tips for Grant Writing.

**Table 5: Frequently asked questions (FAQs)**

<p>Do you have deadlines for the EOI and the Request for Proposals?</p>	<p>Yes, for the first round of EOIs and applications.</p> <ul style="list-style-type: none"> <li>• The first round of Expressions of Interest must be submitted by 11.59pm (GMT+12), Sunday 27 June 2021.</li> <li>• The first round of proposals must be submitted by Tuesday 31 August 2021.</li> </ul> <p>Once you have submitted your EOI you, or a representative from your organisation, must attend an Information Session and Project Design Workshop where more detail regarding the grants will be provided. Information Sessions are planned in the two weeks between 3 July and 17 July 2021.</p> <p>Following the first round, proposals may be submitted at any time throughout the year. The Selection Committee will consider applications every two months.</p>
<p>Is my organisation eligible for a grant?</p>	<p>The eligibility criteria for the grants are set out in the guidelines. Please read these carefully as the criteria is different for the small, medium, and large grants.</p>
<p>Can an individual apply for a grant?</p>	<p>Yes, where they meet the eligibility criteria for the small, medium, or large grants as outlined in the guidelines.</p> <p>If you do not meet the eligibility criteria, we encourage you to look for a collaboration partner through your industry networks. We may be able to assist you with the identification of a suitable partner if needed.</p>
<p>How much money can we ask for?</p>	<p>Funding is available under three (3) grant categories – small, medium, and large.</p> <p>Small    €5,000 – €12,000          Medium €12,001 - €70,000          Large    €70,001 – €180,000</p> <p>Access to each category depends on the capacity of your organisation to deliver the activity and your track record. Check the eligibility criteria outlined in the guidelines to determine which funding category you or your organisation can apply for.</p>
<p>What are the Information Sessions for?</p>	<p>The Information Session and Project Design Workshops have been planned to support you to draft a successful proposal. During the sessions you will be provided with more detail relating to the funding and will be supported in developing your project concept including SMART objectives, budgets, and schedules for your project.</p>
<p>Do we have to attend an Information Session?</p>	<p>Yes. Attending one of the Information Sessions offered is compulsory for those intending to submit a full proposal.</p> <p>If you cannot attend a session, you should delegate to a suitable representative of your organisation. Where this is not possible, please speak to the SPC Grants Management Team to discuss options.</p>

How do we know if the project will be considered a priority for funding?	<p>The objectives of the funding and the four priority funding strands are detailed in the guidelines – please take the time to read these carefully. You will be guided through these at the Information Session you are required to attend and further through the capacity building process.</p> <p>We also suggest you read the guideline sections relating to eligible and ineligible expenses to get a better idea of what we will fund.</p>
Do you fund existing projects?	<p>No, although we may consider applications for strategic expansions of existing programs or new/innovative additions to an existing project. In this instance we require a clear delineation of the budget for the addition.</p> <p>Please note, we do not fund retrospectively – we will not fund projects that have already started.</p>
What do we do if the project fits into more than one funding strand?	<p>Projects can fit in more than one funding strand however you will be asked to identify the category that your project <u>primarily</u> fits under. That is, the funding strand that the actively aligns most closely to.</p>
What if the authorised person cannot sign the declaration on the EOI or the application?	<p>If the authorised person (usually the CEO) is not able to sign the declaration (for example, they are away on extended leave) the reason must be outlined in the application. An authorised second may then sign the declaration.</p>
Can I speak to someone regarding my EOI or application?	<p>Yes! If you cannot find the information you need on the website, please contact our Grants Management Team at <a href="mailto:grants@spc.int">grants@spc.int</a> or the Team Leader Culture for Development at <a href="mailto:francesv@spc.int">francesv@spc.int</a> to discuss your project and application.</p>
Do you provide feedback if an application is unsuccessful?	<p>Yes. Feedback will be given on all unsuccessful EOIs and applications. We encourage you to use this feedback to address concerns and reapply for funding at a future date. Our team can help you to address the concerns where there remains time within the funding to do so.</p>
Can our organisation apply for more than one grant?	<p>Yes. If you submit more than one proposal, your capacity to deliver more than one project will be considered by the selection panel.</p>

For further inquiries, contact us on: [culturegrants@spc.int](mailto:culturegrants@spc.int)

**Table 6: FAQs around your submission**

<p>What if my organisation does not have an annual report?</p>	<p>If your organisation does not produce an Annual Report, you can attach newsletters, bulletins, or minutes from your Annual General Meeting in its place. This information helps our reviewers to gain a better understanding of your organisation</p>
<p>The application requires us to align our project with our county's national priorities for the development of the creative and cultural sector. How do I know what these are?</p>	<p>You will need to liaise with your National Cultural Agency or Department of Culture for assistance. Examples may include, your country's national development plan, national sustainable development strategy, national culture policy, master plan for development for example. We can assist you with this item at the information sharing workshop.</p>
<p>What are SMART objectives?</p>	<p>SMART objectives help you to clarify your ideas and focus your efforts. SMART is an acronym which refers to:</p> <ul style="list-style-type: none"> <li>S – Specific</li> <li>M – Measurable</li> <li>A – Achievable</li> <li>R – Relevant</li> <li>T –Time Bound</li> </ul> <p>More information on SMART objectives can be provided at the information sharing workshop. To familiarise yourself with the concept of SMART objectives we suggest you visit: <a href="https://project-management.com/what-are-smart-objectives-and-how-to-write-them/">https://project-management.com/what-are-smart-objectives-and-how-to-write-them/</a></p>
<p>Should we include support letters with the application?</p>	<p>Yes. A maximum of 3 letters can be submitted with your proposal. Please make sure they are relevant to the application and support your case for funding.</p>
<p>Can I include indirect, overhead, and administrative costs in my grant application?</p>	<p>Yes, if the costs are directly attributable to the project or activities being funded. These expenses must be reasonable and usually not exceed 7% of the total amount requested.</p>
<p>Should I include VAT in my budget?</p>	<p>Yes, your budget should be VAT inclusive.</p>
<p>What happens once the application is received?</p>	<p>You will receive an email acknowledging your application. The Grants Manager then makes an initial assessment and may contact you to request further information or discuss the project, or make an appointment to meet, especially if it is for a larger grant.</p> <p>Priority projects are then short-listed for review by a selection committee which will meet at least four times in a year.</p>
<p>Are there any obligations if a grant is awarded?</p>	<p>All grants are subject to our Standard Grant Conditions. The Standard Grant Conditions outline obligations for grantees, such as reporting, monitoring and evaluation and acquittals after a grant has been awarded.</p>
<p>When will we find out if our application was successful?</p>	<p>Generally, the process of evaluation, assessment and approval takes around one to two months after the Selection Committee review meeting. After the meeting you will be notified in writing whether or not your application has been successful.</p>
<p>What if I cannot find the answer to my question</p>	<p>Please email your questions to <a href="mailto:cultuegrants@spc.int">cultuegrants@spc.int</a></p>



# Grant writing tips

**Below are some basic Grant Writing Tips. You may also like to do some personal research on what makes a strong Grant Application for tips and pointers on putting together a clear, concise, and focused Proposal.**

- Please write in clear simple English - avoid jargon.
- Acronyms – spell them out, assume we do not know what they mean.
- Make sure you are eligible to apply. Read all the eligibility criteria before starting an application.
- Please read the funding guidelines carefully to ensure your project meets the criteria and is in with a chance!
- There are word limits for many of the questions, so it is also a good idea to check your word count as you draft your application.
- Answer every question.
- Ensure that your budget adds up - check and check again.
- Ask someone who does not know what your project is to read the application before you submit it to ensure it is clear and easily understood.
- If you are unsure about anything – do not guess, please contact us at [culturegrants@spc.int](mailto:culturegrants@spc.int)



## **Communication Process**

General queries may be sent to [cultuegrants@spc.int](mailto:cultuegrants@spc.int) and all these questions along with the answers will be shared and updated regularly to the frequently asked questions.

### **Once the Call for Proposals has opened:**

All communication and the submission of proposals and supporting documents must be addressed to [grants@spc.int](mailto:grants@spc.int)



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<https://hrsd.spc.int/node/542>

