# ANNEX III

**RFP21-196**

**Concept Note – Grant Proposal Application Form**

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| **PURPOSE:** This form is to be used if you are applying for a grant under the Pacific ACP-EU Programme: *Enhancing capacity for the sustainability of the cultural and creative industries in the Pacific* (ACP-EU CCIP).  If you have any questions about the eligibility criteria, please contact our grants team at [grants@spc.int](mailto:grants@spc.int). |

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# PRIVACY AND ELIGIBILITY

## PRIVACY

By completing this proposal, you understand and agree to the way in which SPC and its third-party service providers collect and manage your personal information. Information provided in this form maybe used for purposes of research on a de-identified basis. For further information on SPC’s *Privacy Policy* and SPC’s *Guidelines for handling personal information of bidders and grant applicants* go to <https://www.spc.int/grants>.

## ELIGIBILITY

To confirm your eligibility for the Grant Scheme please provide the following evidence with your support material.

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|  | **Evidence required** | |
| Did you submit an Expression of Interest to apply for a grant under the Pacific ACP-EU CCIP? | Yes | No |
| Did you attend an Information Sharing Session? | Yes | No |
| If you answered no to any of the above questions you are not eligible. Please do not proceed any further. | | |
| Are you a legal entity of at least one Pacific ACP Country? | * Certificate of registration OR * Copy of passport biodata page | |
| How long have you been established for?   * at least 3 years in one Pacific ACP country? (Small and medium grants) * at least 6 years in one Pacific ACP country? (Large grants)   *N.B. If you have been established for the minimum required years but not legally registered (as may be the case with community organisations for example) you may be able to partner with an entity that is.* | * Certificate of registration | |
| Can you demonstrate prior experience of implementing a community project? | * Project report OR * Link to website or social media page OR * Newspaper clippings or similar OR * Other relevant evidence | |
| Since 2018:   * have you directly implemented at least one project in the cultural and creative sector with a value of at least 50% of the amount of the grant you are requesting through this grant proposal?   **OR**   * are you able to demonstrate an annual turnover equivalent to the value of 50% of the amount of the grant you are requesting through this grant proposal? | * Project report including financial report OR * Annual report including financial statements OR * Other relevant evidence | |
| Be able to submit audited accounts from at least the two previous years of operation. | * Audited accounts for 2020 and 2019 (at least) | |
| Will you be directly responsible for the preparation and management of the activities being funded? | Yes | No |
| If you do not have any of the evidence required or answered ‘no’ to any of the questions above you are not eligible for funding. We encourage you to consider partnering with an organisation which can meet the criteria. | | |

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| TECHNICAL PROPOSAL | | | | |
| YOURSELF - THE LEAD APPLICANT | | | | |
| **Are you applying for funding as a/an…** | | Sole trader  Organisation  Consortium | | |
| **NAME OF LEAD APPLICANT**  *Name of the sole trader or lead organisation* | |  | | |
| Physical Address: | |  | | |
| Phone: | |  | Email: | |
| Website or social media account of Lead applicant (if applicable): | |  | | |
| **LEGAL STRUCTURE**  *Indicate the legal structure of the Lead Applicant. Choose one only* | | A registered sole trader  A registered company or business (or equivalent as defined by national law)  A governmental entity  A legally registered association, non-governmental organisation (NGO) entity  An education non-profit-organisation or affiliate  A regional or international organisation (intergovernmental entity)  Other (specify) | | |
| **PACIFIC ACP COUNTRY**  *Indicate the Pacific ACP country/countries where the person or lead organisation is legally registered* | | Cook Islands  Fiji  Kiribati  Marshall Islands  Federated States of Micronesia | Nauru  Niue  Palau  Papua New Guinea  Samoa | Solomon Islands  Timor Leste  Tonga  Tuvalu  Vanuatu |
| **LEAD APPLICANT CONTACT DETAILS**  *Who can SPC contact about this proposal? (Must be in the Lead Organisation)* | | | | |
| First Name: |  | | Last Name: | |
| Job Title: |  | | | |
| Phone: |  | | Email: | |
| Address: |  | | | |
| Upload or attach – Business Registration for the Lead Applicant | | | | |
| Gender (how do you identify?) | female  male  prefer to self-describe  prefer not to answer | | | |

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| YOUR CONSORTIUM PARTNERS - CONSORTIUM PARTNER (**OPTIONAL**) *Add extra pages for more than one consortium partner. Please note you don’t have to have a partner if you don’t see a need to.* | | | | |
| **NAME OF CONSORTIUM PARTNER**  *Name of the sole trader or Organisation (Consortium Partner)* | |  | | |
| Physical Address: | |  | | |
| Phone: | |  | Email: | |
| Website or social media account of Consortium Partner (if applicable): | |  | | |
| **LEGAL STRUCTURE**  *Indicate the legal structure of Consortium Partner 1. Choose one only* | | A registered sole trader  A registered company (or equivalent as defined by national law)  A governmental entity  A legally registered association, non-governmental organization (NGO) entity  An education non-profit-organisation or affiliate  A regional or international organisation (intergovernmental entity)  Other (specify)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Field of activity (Max 500 words)**  *Briefly describe the main areas of activity of Consortium Partner and the Cultural & Creative Industries sector they operate in.* | |  | | |
| **PACIFIC ACP COUNTRY**  *Indicate the Pacific ACP country/countries where the person or Consortium Partner is registered* | | Cook Islands  Fiji  Kiribati  Marshall Islands  Federated States of Micronesia | Nauru  Niue  Palau  Papua New Guinea  Samoa | Solomon Islands  Timor Leste  Tonga  Tuvalu  Vanuatu |
| **CONSORTIUM PARTNER CONTACT DETAILS**  *Who can SPC contact about this proposal?* | | | | |
| First Name: |  | | Last Name: | |
| Job Title: |  | | | |
| Phone: |  | | Email: | |
| Address: |  | | | |
| Upload or attach - BUSINESS REGISTRATION CONSORTIUM PARTNERS | | | | |

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| YOUR EXPERIENCE - LEAD APPLICANT PREVIOUS PROJECTS | | | | |
| **PREVIOUS PROJECTS**  *Provide details of previous projects implemented by the lead partner or consortium partner for an amount of at least 50% of this grant application. Add more rows as needed.* | | | | |
| **Project Name & Project Manager** *(i.e. which partner managed this project)* | **Type** | **Place** | **Year** | **Amount** |
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UPLOAD or Attach - PREVIOUS PROJECT DOCUMENTATION Provide evidence that your organisation has implemented the projects above (e.g., Contract with Donor, Final report, Final payment receipt, Certificate from financing body etc.). If files are large, please zip them before uploading.

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| YOUR EXPERIENCE - LEAD APPLICANT PREVIOUS EU PROJECTS | | | | |
| **PREVIOUS EU PROJECTS**  *Has your organisation been a partner in an EU-funded project before?* **YES  / NO**  *If yes, please complete the following details for at least one of your projects* | | | | |
| **Project Name** | **Identification number** | **Place** | **Year** | **Amount** |
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| LETTERS OF SUPPORT (SMALL GRANT APPLICANTS) | | | |
| If you are applying for a small grant (€5,000 – €12,000) provide at least one letter of support from individuals, organisations you have worked with in the past or artists, partners and organisations you plan to work with on the project.  If working with an Indigenous community a letter of support must come from a relevant body such as an elder’s council etc. | | | |
| **Name of individual or organisation** | **Description of work experience with individual or organisation** | **Contact details of individual or organisation**  **Year**  **Amount** | |
|  |  | Phone: | Email: |

UPLOAD - LETTERS OF SUPPORT (SMALL GRANTS APPLICANTS)

|  |  |  |  |
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| THE PROJECT | | | |
| **Title of Project (max 50 words)**  *Provide a name for your project. Your title should be short but descriptive*. |  | | |
| **Project description (max 400 words)**  *Provide a brief description of your project (eg. what you aim to achieve, how you plan to go about it and what support you might need)*  *SPC may use this description for communication purposes* |  | | |
| **Funding request**  *What is the total amount of funding you are requesting? This must match your budget. It has to be in Euro’s.* | EUR | | |
| **Strand your activity falls under**  *Under this grant, there are 4 priority strands (categories) for project funding. Which strand would your project primarily fall under?*  *For more detail on the funding priority strands see the Terms of Reference & Guidelines for applicants.* | **Strand 1**:The creation of high-quality goods and services;  **Strand 2:** Improved access to national, regional and international markets;  **Strand 3:** Increased visual literacy education;  **Strand 4:** Improved access to sustainable financing and reduction in dependency on international financing arrangements; or  **Cross-cutting** | | |
| **Date of the project**  *If you are unsure of the exact dates, please provide approximate dates with a note to that effect.* | Anticipated start date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Anticipated end date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Total number of months for the project: | | |
| **Location of project**  *What is the primary location or area of the project? (e.g. City, town, province, village)* |  | | |
| **Will the project be delivered in more than one location?**  *If yes, provide the name of each location.*  *Add additional locations as required.* | Yes  No  Location 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Location 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Will the project, or any part of the project, be delivered outside of the Pacific ACP countries?** *(Max 400 words)*  *If yes, explain how the location of the activity is justified within the context of the overall project and how these activities benefit the target populations in the Pacific ACP countries* | Yes  No | | |
| **Sector**  *What sector of the Cultural and Creative Industries will your project include (Tick as many as required)* | **Creative Practice**  Performing Arts  Visual Arts  Fashion  Literature  Indigenous, First Nations, Culture and Heritage Arts  Film, TV, Screen and New Media  Photography  Design, Architecture, Industrial Landscape and Interior  Communications, Advertising, Media  Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Venues, Places and Spaces**  Festivals and Events  Arts, Venues, Cultural and Heritage Spaces  Culture and Art Organisations  Institutions  Museums, Archives and Libraries  Archaeological and Historic Places  Natural Heritage  Cultural and Art Services  Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Community Arts and Cultural Development**  Education and Training  Archiving and Preserving  Professional Development  Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Project communication[[1]](#footnote-1) (Max 400 words)**  *Describe how you will communicate and disseminate the project and the resources and materials you will use.* |  | | |

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| SELECTION CRITERIA (Evaluation matrix) | |
| The Grantee must be a legal entity of at least one Pacific ACP country | Mandatory Requirement for all Grant Threshold (Small/Medium/Large) |
| Must be established for at least three (3) years in one of the Pacific ACP countries | Mandatory Requirement for all Grant Threshold (Small/Medium/Large) |
| The Grantee must be able to provide a letter of support from individuals, organisations you have worked with in the past or artists, partners and organisations you plan to work with on the project. If working with an indigenous community a letter of support must come from a relevant body such as elder’s council, etc | Mandatory Requirement for Small Grant Applicant ***Only*** |
| Demonstrated experience of managing at least one (1) project in the culture and creative sector within the last five (5) years, with a value of at least 50% of the amount of being requested from the ACP-EU CCIP grant. OR if You are a business demonstrate an annual turnover equivalent to the value of 50% of the amount being requested from the Grant Scheme | Mandatory Requirement for all Grant Threshold (Small/Medium/Large) |
| Demonstrated experience in managing grants, providing acquittals and reports. **Audited Financial Reports are a requirement for large grant applications**. | Mandatory Requirement for all Grant Threshold (Small/Medium/Large) |
| **CONTECT AND RELEVANCE Weighting 30%**  ***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.*** | |
| Clearly outline the project idea and planned activities.  You must make a strong case for the need for this project.  (Max 500 words) |  |
| Describe how your proposed activity links to your country’s national and/or regional Pacific development priorities for the creative and cultural sectors.  (Max 500 words) |  |
| Explain how your proposed activity complements other activities in the creative and cultural sectors undertaken by you or others in your community or organisation.  (Max 500 words). |  |
| **EFFECTIVENESS & EFFICIENCY Weighting35%**  ***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.***  ***The workplans and budgets should clearly outline and show this with figures and narration (explanation).*** | |
| Describe what you plan to achieve from the proposed activities. Outline your objectives and the expected results and ensure that your objectives are SMART.  (Max 500 words) |  |
| Identify those skills that you think will be important to deliver this project. Identify the skills your organization or consortium has. (Max 500 words) |  |
| Identify the skills your organisation or consortium does not have and requires support with.  Specify those areas that you may need support or assistance in delivering this project.  (Max 500 words) |  |
| **IMPACT & SUSTAINABILITY Weighting 20%**  ***Proposals will be assessed on their ability to make a positive difference within the cultural and creative industries.*** | |
| 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?  (Max 400 words) |  |
| Explain what actions you will take to ensure the impacts of the proposed activity are sustained into the future.  (Max 400 words) |  |
| **CULTURAL & COMMUNITY INTEGRITY Weighting 15%**  ***Proposals will be assessed on their inclusion of target groups and contribution to Pacific values and cultural expression and how the project reflects and communicates these values.*** | |
| Explain how your activities will promote the inclusion and participation of target groups such as:   * women, * Indigenous people, * youth, * people with disabilities, * members of rural, remote, and other marginalised communities.   (Max 400 words) |  |
| Explain how your activities promote and support Pacific Indigenous Knowledges & Perspectives.  (Max 400 words) |  |
| Outline your protocols and processes for protecting and safeguarding indigenous knowledge  (Max 400 words) |  |

## LOGICAL PROJECT FRAMEWORK

* Summarise the general and specific project objectives of your project (try to have no more than 3 specific objectives. It is alright to have one specific objective especially for shorter term projects). Use the SMART objectives that you identified earlier in your proposal.
* For each objective define the expected output and detail the activities that you will deliver to achieve this.
* Identify indicators (quantitative and qualitative) that you can measure to assess the success of your project and identify means of verification (e.g. reports, surveys, lists of participants etc.).
* Indicate how often you will measure the indicators (remember to include a baseline measurement) and identify who will be responsible for measuring them.

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| **Logframe planning matrix for project** | | **Target Groups**  *Who are you working with, who are the groups of people who will be impacted by the activity N.B You may have multiple target groups per activity?* | **Indicator/s**    *What indicators will you use to measure the success of your project?* | **Sources of verification**  *How will you collect data / measure the indicators?* | **Timeframe**  *When (how often) will you collect data?* |
| **(Impact) Overall Objective** |  |  |  |  |  |
| **Outputs 1** |  |  |  |  |  |
| **Output 2** |  |  |  |  |  |
| **Output 3** |  |  |  |  |  |
|  | [add more outputs as you may need] |  |  |  |  |
|  |  |  |  |  |  |

## PROJECT WORKPLAN (SCHEDULE) AND BUDGET

Fill in the excel template provided for the Project Workplan (Schedule) and Budget in Annex IV.

Upload or attach Project Workplan (Schedule) and Budget

## STAKEHOLDER ENGAGEMENT

Who are the key stakeholders that can impact your project and how will you engage with them? Provide details of who you need to communicate with, how often and in what way.

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| **Stakeholder name** | **Role** | **Capacity to influence the project**  **(L / M / H)** | **Level of interest in the project (L / M / H)** | **How will you engage with the stakeholder** | **Who on your team is responsible for engaging with the stakeholder** | **Preferred communication channel** | **Frequency of communication (daily / weekly / monthly** |
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L = Low, M = Medium, H = High

## RISK ASSESSMENT

Identify the most significant risks that could negatively impact the project. Determine the likelihood of the risk occurring and the impact on the project if the risk did occur and advise how you will mitigate against the risk. Use the table below to determine the overall risk rating for each risk. **Risks** are potential future events that have the potential to negatively impact your ability to achieve the project results and could include financial, environmental, or social risks.

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| --- | --- | --- | --- | --- |
| **Risk** | **If the risk occurs, what would the impact on the project be?** | **What is the likelihood that the risk will occur?**  **Likely**  **Unlikely** | **Overall risk rating**  *Low, Medium, High* | **Mitigation strategy**  **How will you manage the risk?** |
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# SUPPORT MATERIAL

* All support material must be clearly labelled so that it is easy for the assessors to locate, open and read.
* For audit purposes, SPC is required to retain a copy of the support material supplied by applicants.

## MANDATORY SUPPORT MATERIAL

You must include the following with your proposal submission:

* Project Workplan (Schedule) and Budget
* Certificate of business / organisation registration*.*
* Evidence of prior experience of implementing a community project e.g project report, link to website or social media page, newspaper clippings or similar or other relevant evidence
* A letter of support from individuals, organisations you have worked with in the past or artists, partners and organisations you plan to work with on the project (Small grants only)
* Evidence of implementation of a project in the cultural and creative sector since 2018, of at least 50% of the amount of the grant you are requesting OR evidence of annual turnover equivalent to the value of at least 50% of the amount of the grant you are requesting e.g. project reports or annual report including financial statements, other relevant evidence.
* For applications for Medium and Large Grants – Audited accounts from previous years of operation.
* For applications on behalf of a consortium, all named members must confirm that they support this application and commit to their listed activities and budgeted contribution given in this application.

## OPTIONAL SUPPORT MATERIAL

To strengthen your application, you might like to include the following:

* Letters of support (maximum of 3). *Letters of support should be relevant to the application and must include an original signature or contact details of the author. Where applications involve specific target audiences such as people with a disability, people from culturally and linguistically diverse backgrounds, children, or the elderly, you should consider obtaining a letter of support from the relevant community that confirms involvement.*
* Attach any other support material that may strengthen your application such as marketing materials or plans, workshop plans, quotes for significant expenses, additional budget information.

# DECLARATION

This section must be completed by an appropriately authorised person on behalf of the applicant (may be different to the contact person listed earlier in this application form).

I declare that to the best of my knowledge the statements made within this Proposal are true and correct, and I understand that if the applicant organisation is approved for a grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree  Yes /  No

|  |  |
| --- | --- |
| Name of authorised person  *Must be a senior staff member, board member or appropriately authorised person* | Title First Name Last Name |
| Position  *Position held in applicant organisation e.g. CEO, Treasurer* |  |
| Contact phone number |  |
| Contact email |  |
| Date |  |
| Signature |  |

Thank you for completing and lodging your Proposal and supporting documents.

1. Successful applicants will be required to abide by the Pacific ACP-EU CCIP Communications and Visibility Strategy. Capacity training will be provided to meet this requirement [↑](#footnote-ref-1)