



## NATIONAL ARTS FUND GRANT

### Application Form

**THIS FORM IS VALID FOR  
FOURTH CALL ONLY**

**CLOSING DATE:  
Friday, 06 September 2019**

**Return Address:**

**Chairperson  
National Arts Fund  
1<sup>st</sup> Floor, R. Seeneevassen Building  
Cnr. Pope Hennessy and Maillard  
Streets  
Port Louis**

Tel: 210-2890

Applicants shall submit their application and supporting documents at the above-mentioned address.

Applicants who wish to submit their application forms in person are advised to book an appointment for the submission of form before coming.

**Deadline for submission of applications: Friday, 06 September 2019**

Application forms and Guidelines for the National Arts Fund Grants are available at the National Arts Fund office, 1<sup>st</sup> Floor, RenganadenSeeneevassen Building, Cnr. Pope Hennessy and Maillard Streets, Port Louis and can be downloaded from the website of the Ministry of Arts and Culture at [www.culture.govmu.org](http://www.culture.govmu.org)

**In case space provided in the Application Form under the different sections is not sufficient, applicants must provide all information on separate sheets of paper with clear indications/headings.**

- Late applications will not be considered.

PLEASE REFER TO THE NATIONAL ARTS FUND GUIDELINES BEFORE FILLING IN THE APPLICATION FORM.

This application form applies to the call for projects launched in August 2019 only.

# APPLICATION FORM

## National Arts Fund Grant

The National Arts Fund (NAF) has set up the following Grant Schemes:

|          | Grant Scheme            | Frequency                              | Maximum value (Whichever is the lower)   |
|----------|-------------------------|--|--|
| <b>A</b> | Emerging Talents Grant  | Three calls per year<br>One-time Grant | 70% of PV* with ceiling of<br>Rs 300,000 |
| <b>B</b> | Production Grant        | Three calls per year                   | 50% of PV* with ceiling of<br>Rs 800,000 |
| <b>C</b> | Capacity Building Grant | Throughout the year                    | 70% of PV* with ceiling of<br>Rs 300,000 |
| <b>D</b> | Research Grant          | Three calls per year                   | 60% of PV* with ceiling of<br>Rs 500,000 |

\*PV = Project Value of the Proposal

The calls for Project for A, B and D above will be launched in February, June<sup>1</sup> and October every year. Applications for projects under C above can be submitted throughout the year.

### PART ONE - PARTICULARS OF APPLICANT (Ensure eligibility).

#### 1.1 In case of Individual Artists

(Not to be filled in case of an Association/Organisation – Go to section 1.2)

Surname (Block Letters)

Other Name (Block Letters)

Maiden Name (Block Letters)

Title (Mr/Mrs/Miss)

National Identity Card No.

Address

<sup>1</sup> The Call scheduled for June is exceptionally being launched in August 2019.

Tel  Mobile  Fax  Email

## 1.2 In case of Arts Group/Organisation

(Not to be filled in case of an individual applicant – Go to section 1.1 for Individual Artist)

Name of Group/Organisation  
(Block Letters)

Correspondence Address

BRN/ Registration No (where applicable)

Full name of person\*  
responsible for this application  
(Block Letters)

Status of above person in  
Group/ organisation

Tel  Mobile  Fax  Email

*\*(He or She shall submit a letter signed by all members of the group and designating him/her as responsible of the project and in the case of a registered organisation applicant shall be an office bearer in the group. Authorisation letter supported by extract of assembly meeting of organisation shall be submitted with Application Form. List of Office Bearers and copy of the registration document (BRN, Memorandum of Association, etc) shall also be submitted where applicable.*

## 1.3 Implementation Team

(to include Administrative, Technical, Artistic and Finance Staff)

| SN | Name | Mobile Number | Designation/Responsibility |
|----|------|---------------|----------------------------|
| 1  |      |               |                            |
| 2  |      |               |                            |
| 3  |      |               |                            |
| 4  |      |               |                            |
| 5  |      |               |                            |
| 6  |      |               |                            |

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| 7  |  |  |  |
| 8  |  |  |  |
| 9  |  |  |  |
| 10 |  |  |  |

**1.4 Brief on Experience of Artist/Group/Organisation and Track Record\*  
(Not limited to projects funded by NAF)**

*\*Give details including documentary evidence (press cuttings, etc. to be enclosed) on past projects including objectives, audience, funding, organization, problems faced (if any). Attach additional sheets if needed. Ensure the following is submitted and tick as appropriate:*

Portfolio is submitted (to be attached):      YES                      NO

**PART TWO - PROJECT PROPOSAL**

**2.1 Title of Project:**

**2.2 Art Form:**   
(see para 2.1 of Guidelines)

**2.3 Project Implementation Period**

**Start Date:**

**End Date:**

## 2.4 Dates/Venues of Event

**Date:**

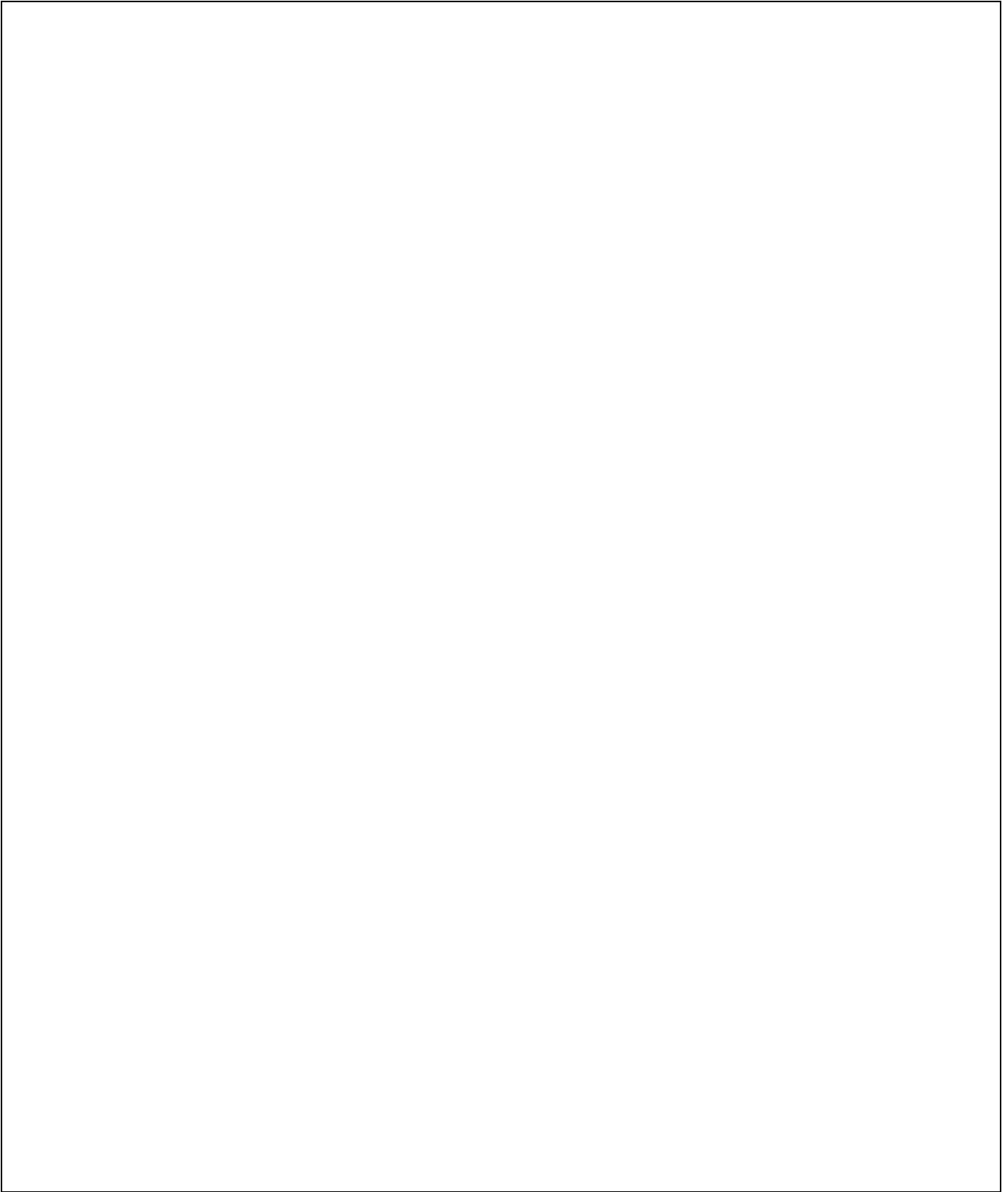
**Date:**

**Venue:**

**Venue:**

## 2.5 Write-up of project

Please provide a brief (about 200 words) on your project proposal including its background, main objectives, its artistic/cultural component, targeted audience and participants amongst others.



## 2.6 Which aims of the National Art Fund (as at para 3.0 of NAF Guidelines) will your project meet?

**Tick the aims your project will meet and describe how your project will meet these aims.** Your comments should concentrate on the aims that you feel are the most relevant for this application.

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | <i>Developing the artistic scene of Mauritius</i>                      |
|                          | .....  |
|                          | .....  |
| <input type="checkbox"/> | <i>Creating opportunities for Mauritian artists and practitioners.</i> |
|                          | .....  |
|                          | .....  |
| <input type="checkbox"/> | <i>Improving standards of the arts in Mauritius</i>                    |
|                          | .....  |
|                          | .....  |
| <input type="checkbox"/> | <i>Stimulating public interest in the arts</i>                         |
|                          | .....  |
|                          | .....  |
| <input type="checkbox"/> | <i>Promoting knowledge, appreciation and practice of the arts</i>      |
|                          | .....  |
|                          | .....  |
| <input type="checkbox"/> | <i>Promoting interculturalism and our culture diversity</i>            |
|                          | .....  |
|                          | .....  |
| <input type="checkbox"/> | <i>Using arts to fight societal ills</i>                               |
|                          | .....  |
|                          | .....  |
| <input type="checkbox"/> | <i>Promoting professional development of artists</i>                   |
|                          | .....  |
|                          | .....  |

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <i>Empowering artists and encouraging the creation of artistic and cultural productive labour</i> |
|                          | .....   |
|                          | .....   |
| <input type="checkbox"/> | <i>Preserving and promoting our cultural heritage elements and our artistic patrimonies.</i>      |
|                          | .....   |
|                          | .....   |

**2.7 Eligibility**

**Please demonstrate the eligibility of your project by referring to section 5.1.1 or 5.2.1 or 5.3.1 or 5.4.1 (whichever if applicable for your project proposal) of the Guidelines.**



## 2.8 Assessment Criteria

How best your proposal satisfy the Assessment Criteria listed at section 5.1.2 or 5.2.2 or 5.3.2 or 5.4.2 (whichever is applicable to your Project Proposal) of the Guidelines.

**2.8.1 Detailed Marketing Strategy**

(To give full details on how the event/project will be marketed, including each marketing activity, dates, venue where applicable (for e.g. Radio, TV, Social Media, Billboards, Posters, Newspapers, etc.)

| SN | Marketing Activity           | Quantity            | Dates                         | Location  |
|----|------------------------------|---------------------|-------------------------------|---|
|    | <i>(E.g. Posters/Flyers)</i> | <i>(E.g. 1,000)</i> | <i>(E.g. 03 Nov – 18 Nov)</i> | <i>(E.g. Port-Louis -50, Reduit – 30, etc...)</i> |
|    |                              |                     |                               |   |
|    |                              |                     |                               |   |
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**2.8.2 How will you ensure that your project is successful and how will you monitor its implementation?**

**2.9 Detailed Proposed Implementation Schedule**

**Proposed Implementation Schedule**

| No. | Activities / Major arrangements for the project (Milestones) | Date | % of Progress (Cumulative) (Also, refer to paragraph 11.0 of the Guidelines) | Remarks |
|-----|--|------|--|---------|
| 1   |  |      |  |         |
| 2   |  |      |  |         |
| 3   |  |      |  |         |
| 4   |  |      |  |         |

| No. | Activities / Major arrangements for the project (Milestones) | Date | % of Progress (Cumulative) (Also, refer to paragraph 11.0 of the Guidelines) | Remarks |
|-----|--|------|--|---------|
| 5   |  |      |  |         |
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| No. | Activities / Major arrangements for the project (Milestones) | Date | % of Progress (Cumulative) (Also, refer to paragraph 11.0 of the Guidelines) | Remarks |
|-----|--|------|--|---------|
|     |  |      |  |         |
|     |  |      |  |         |
|     |  |      |  |         |
|     | Submission of Certified Report                               |      | 100%   |         |

**2.10 Detailed breakdown of Expenditure (Please add additional sheets if needed).**

| SN | Expenditure headings | Breakdown of costs |
|----|----------------------|--------------------|
|    |                      |                    |
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|  |                            |            |
|  | <b>Total Project Value</b> | <b>Rs.</b> |

**2.11 Detailed Breakdown of Expected Revenue**

(Please add additional sheets if needed).

| SN                            | Sources of Expected Revenue                       | Amount (Rs.) |
|-------------------------------|---|--------------|
| 1                             | Sponsorships<br>(Provide details at Section 2.12) |              |
| 2                             | <u>Sales of Tickets</u>                           |              |
| 3                             | <u>Personal Financing</u>                         |              |
| 4                             | <u>Merchandising</u>                              |              |
| 5                             | <u>Amount of Grant from NAF</u>                   |              |
| 6                             | <u>Any other sources of funding</u>               |              |
| <b>TOTAL EXPECTED REVENUE</b> |   |              |

## 2.12 Sponsorship

2.12.1 Funding already secured (Attach evidence)

| SN  | Name of Sponsor/Institution | Amount | In Kind (where relevant) |
|-----|-----------------------------|--------|--------------------------|
| (a) |                             |        |                          |
| (b) |                             |        |                          |
| (c) |                             |        |                          |

2.12.2 Funding for which you are awaiting decisions (Attach copies of letters issued)

| SN  | Name of Sponsor / Institution | Expected Amount |
|-----|-------------------------------|-----------------|
| (a) |                               |                 |
| (b) |                               |                 |
| (c) |                               |                 |

## 2.13 Grant applied for

Please tick which grant you are applying for and for how much (you must apply for only one grant)

| SN       | Grant Scheme            | Tick only one            | Amount requested to NAF |
|----------|-------------------------|--------------------------|-------------------------|
| <b>A</b> | Emerging Talents Grant  | <input type="checkbox"/> |                         |
| <b>B</b> | Production Grant        | <input type="checkbox"/> |                         |
| <b>C</b> | Capacity Building Grant | <input type="checkbox"/> |                         |
| <b>D</b> | Research Grant          | <input type="checkbox"/> |                         |

## 2.14 Bank details

Give details of the name and address for payment to be effected:

|   |
|---|
| Name of Account Holder: _____<br>A/C Number: _____<br>Name of Bank: _____<br>Address of Bank: _____ |
|---|

**2.15 Have you or your organisation applied for any grant from the National Arts Fund in the past?**

**Yes**

**No**

**2.16 Have you or your organisation received funding from the National Arts Fund in the past:**

|                          |                          |
|--------------------------|--------------------------|
| Yes                      | No                       |
| <input type="checkbox"/> | <input type="checkbox"/> |

**If, yes for any of the above, give details:**

.....  
.....  
.....

**PART THREE - DECLARATION OF APPLICANT**

**3.1 Declaration of Applicant**

I/we hereby agree to the following: -

- (i) To comply with the National Arts Fund Grant Schemes Terms and Conditions mentioned in the Guidelines, Contract Agreement and my Application;
- (ii) To provide regular reports during the preparatory stage, implementation stage and up to the end of the evaluation report stage to the National Arts Fund;
- (iii) To provide information/report on funded project to the National Arts Fund whenever requested;
- (iv) To give full media coverage to the sponsorship by the National Arts Fund and display its logo in all publicity materials;
- (v) To authorise the National Arts Fund to use any part or production of my proposal for free promotional campaign;
- (vi) Any copyright arising out of any project or part thereof shall be governed by the provisions of the Copyright Act 2014; and
- (vii) To take full responsibility of all information provided in this Application Form. Providing false or misleading statements or information to obtain the Grant from NAF will lead to the withdrawal of the grant and to the immediate recovery of any amount of the grant that may have been disbursed and any other action as appropriate.

Name of Applicant: .....



Name of Organisation: .....  
(if applicable)

Signature: .....

Date: .....

**Documents to be submitted in line with NAF Guidelines**

| <b>SN</b> | <b>Documents</b>  | <b>Submitted<br/>(Yes/No)</b> | <b>Remarks, if any</b> |
|-----------|---|-------------------------------|------------------------|
| 1         | Copies of National ID Card of the applicant   |                               |                        |
| 2         | Copies of National ID Card of all members of the group, in case application is from a group   |                               |                        |
| 3         | Financial breakdown of project  |                               |                        |
| 4         | Detailed implementation schedule  |                               |                        |
| 5         | All relevant quotations/receipts  |                               |                        |
| 6         | Past experience (Track record) of applicant in the field of the project (to be supported by documentary evidence/press cuttings, etc), including names/number of similar works produced |                               |                        |
| 7         | Cast and crew for cinema and theatre productions  |                               |                        |
| 8         | BRN No. and Memorandum of Associations of Companies (where applicable)  |                               |                        |

**Note: All sections of the application form should be filled in.**

**Name of Applicant** : .....

**Date** : .....

**Signature of Applicant** : .....