



## National Arts Fund Guidelines

**These Guidelines are valid for the fourth call only.**

**Launched on: Friday 16 August 2019**

**Closing date: Friday 06 September 2019**

### 1.0 BACKGROUND

- 1.1 The National Arts Fund (NAF) has been established under the Finance and Audit (National Arts Fund) Regulations 2017 to contribute to the funding of creative arts projects, schemes and events to empower artists and arts organisations in the different fields of arts and culture.
- 1.2 The fund aims at supporting and accompanying a wide range of artistic activities/ projects/ programmes from both emerging and established artists. It will also provide opportunities for our population to have a better exposure and appreciate the works of our artists.
- 1.3 The fund aspires to create a conducive environment with a view to giving a boost to our creative industry and cultural tourism.

### 2.0 ART FORMS TO BE SUPPORTED

- 2.1 The National Arts Fund will support projects in the following fields: -
  - (a) visual arts (e.g. paintings, drawing, cartooning, fine art, photography, sculpture);
  - (b) literary arts (e.g. poetry, slam, etc.);
  - (c) performing arts (e.g. music, dance, theatre, cinema);
  - (d) digital arts (e.g. artistic work using digital technology); and
  - (e) multi-disciplinary art forms that have an impact on the arts scene Mauritius.

### 3.0 AIMS OF PROJECTS TO BE FUNDED

The Fund shall contribute to the financing of projects aiming at, a **maximum** of the following: -

- (a) developing the artistic scene of Mauritius;
- (b) creating opportunities for Mauritian artists and practitioners;
- (c) improving standards of the arts in Mauritius;
- (d) stimulating public interest in the arts;
- (e) promoting knowledge, appreciation and practice of the arts;

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- (f) promoting interculturalism and our cultural diversity;
- (g) using arts to fight societal ills;
- (h) promoting professional development of artists;
- (i) empowering artists and encouraging the creation of artistic and cultural related productive labour; and
- (j) preserving and promoting elements of our cultural and artistic heritage.

### 3.1 Projects to be funded

Based on the aims listed at paragraph 3, the projects to be funded will include, **but will not be restricted** to, the following: -

- (a) artistic performances (music, songs, dances, etc.);
- (b) exhibitions;
- (c) drama and other theatrical productions;
- (d) artistic competitions, talents search, arts fair/ festivals;
- (e) publications (in arts and culture);
- (f) serials, documentaries, animations, short and feature films;
- (g) capacity building programmes/ workshops/seminars; and
- (h) research and documentation.

### 4.0 PROJECTS AS DETAILED HEREUNDER WILL **NOT** BE FUNDED

- (a) Projects, schemes and events already earmarked in the estimates of expenditure for a given financial year of any Ministry/Department/Parastatal body;
- (b) Projects already covered under the two existing schemes of the Ministry of Arts and Culture i.e. production of CD's /DVD's and participation in international cultural events;
- (c) Projects already covered under the existing Film Rebate Scheme of the Economic Development Board;
- (d) Projects that have already started or completed at the time of application for this grant;
- (e) Projects which: -
  - (i) erode the moral values of society;
  - (ii) promote religious causes;
  - (iii) are not intended for public consumption;
  - (iv) cause negative effects to Government bodies and public institutions;
  - (v) serve to create conflict or misunderstanding in our multicultural society;
  - (vi) are related to political activities;
- (f) Projects which aim at academic research not related to paragraph 5.4 of page 6;
- (g) Publication of school text books;
- (h) Capital Projects (buildings and equipment, etc.); and
- (i) Art residencies.

## 5.0 ARTS GRANTS PROGRAMME

In line with the objects of the NAF, the Ministry of Arts and Culture (Ministry) has designed an Arts Grants Programme which comprises the undermentioned four Arts Grants, **in the first instance**.

### 5.1 **Emerging Talents Grant**

The Emerging Talents Grant supports emerging individuals or art groups with talent, vision and innovative ideas that can ensure their further artistic development and nurture future generations of talented Mauritians. The Emerging Talents Grant is a **One-Time** Grant and beneficiaries of this grant may, thereafter, apply under other Grant Schemes depending on eligibility.

#### 5.1.1 Eligibility

Individual artists/art groups who are emerging in their respective fields and have never presented an artistic project for the public.

#### 5.1.2 Assessment Criteria

The evaluation will be based on the aims of the projects to be funded as listed at paragraph 3 and marked on the following criteria: -

##### (a) Artistic quality –55%

- (i) vision and innovative ideas;
- (ii) clarity of presentation of the artistic aims and objectives;
- (iii) impact on the development of works/ skills of artists/ organisations involved;
- (iv) impact of the proposal on the art form and in the art sector in general.

##### (b) Public Engagement–25%

- (i) strength of public engagement made in the project;
- (ii) how proposal attracts new audience who usually has no access to such art form;
- (iii) affordability of greater public (in terms of cost of entry tickets, transport arrangements, price of products on sale or on promotion); and
- (iv) well defined marketing strategy to attract audience.

##### (c) Resources, Capacity and Commitment to execute the project – 20%

- (i) ability to manage the activity successfully;
- (ii) realistic, fair and reasonable budget breakdown;
- (iii) ability to fund or raise additional funds needed to realise the project; and
- (iv) budget and expenses management system/ reporting system before, during and immediately after event until closure of account and final auditing.

#### **Note:**

1. Applicants will have to demonstrate along with their applications how best their proposals meet the above criteria.
2. Applicants may be called upon to present their project to the National Arts Fund Managing Committee.

#### 5.1.3 Level of financing

The fund will finance up to 70% of a realistic budget and up to a ceiling of Rs 300,000, whichever is the lower.

#### 5.1.4 Call for Projects

Three calls for projects will be launched on a yearly basis (February, June<sup>1</sup> & October).

#### 5.2 Production Grant

The Production Grant supports established artists/arts groups to continue to present quality arts activities/ projects having a high level of originality and creativity. The Production Grant scheme aims to enable a wide range of arts practitioners and organisations to enrich our artistic diversity, as well as increase arts appreciation and participation in Mauritius.

##### 5.2.1 Eligibility

Individual artists and art groups and Art/Events Companies who are actively contributing to the Mauritian art scene and have a strong track record of artistic achievement and production, and be able to demonstrate commitment to the long-term development of art.

##### 5.2.2 Assessment Criteria

The evaluation will be based on the aims of the projects to be funded as listed at paragraph 3 and marked on the following criteria: -

**(a) Merit of the project –45%**

- (i) Concept, creativity, originality, innovation and scale;
- (ii) Artistic strength of the project;
- (iii) Impact of the proposal on the art form and in the art sector in general;
- (iv) Track record of artists/art groups;

**(b) Public Engagement– 30%**

- (i) Strength of public engagement made in the project;
- (ii) How proposal attracts new audience who usually has no access to such art form;
- (iii) Affordability of greater public (in terms of cost of entry tickets, transport arrangements, price of products on sale or on promotion); and
- (iv) Well defined marketing strategy to attract audience.

**(c) Resources, Capacity and Commitment to execute the project – 25%**

- (i) Ability to manage the activity successfully;
- (ii) Realistic, fair and reasonable budget breakdown;
- (iii) Ability to fund or raise additional funds needed to realise the project; and
- (iv) Budget and expenses management system/ reporting system before, during and immediately after event until closure of account and final auditing.

**Note:**

1. Applicants will have to demonstrate along with their applications how best their proposals meet the above criteria.

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

2. Applicants may be called upon to present their project to the National Arts Fund Managing Committee.

### 5.2.3 Level of financing

The fund will finance up to 50% of a realistic budget and up to a ceiling of Rs 800,000, whichever is the lower.

### 5.2.4 Call for Projects

Three calls for projects will be launched on a yearly basis (February, June<sup>2</sup> & October).

## 5.3 **Capacity Building Grant**

The Capacity Building Grant supports short training programmes related to the different art forms to artists and art practitioners by organisations/associations of artists and training institutions. The training programme (not exceeding one month) must be recognised by the relevant Government institution. The Capacity Building Grant Scheme encourages and supports the continuous professional development of the people that work in Mauritius arts and culture sector.

### 5.3.1 Eligibility

Organisations/Associations which are actively contributing to the local arts scene.

Organisations/ Associations duly registered with the Registrar of Companies/ Registrar of Associations and recognised by the relevant institutions having the following profile:

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- (i) Have established professional arts training as an integral component of their overall activities;
- (ii) Have significant administrative capacity to support the objectives of the programme;
- (iii) Have a track record in similar activity;
- (iv) Training Programme has to be recognised by a Government Institution and recognition certificate to be produced by applicants with application form;
- (v) The Training shall be provided free-of-charge to beneficiaries; and
- (vi) Content of the training programme to be provided.

### 5.3.2 Assessment Criteria

The evaluation will be based on the aims of the projects to be funded listed at paragraph 3 and marked on the following criteria: -

#### (a) Merit of the project – 35%

- (i) The sector's needs;
- (ii) Clarity of presentation of the training aims and objectives;
- (iii) Impact on the development of works/skills of artists/practitioners;
- (iv) Impact of the proposal on the art form and in the art sector in general;

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<sup>2</sup> The Call scheduled for June is exceptionally being launched in August 2019.

- (v) Number and profile of local beneficiaries.
- (b) The programme– 35%**
- (i) Relevance of the proposed programme;
  - (ii) Quality and standard of the proposed programme; and
  - (iii) Credibility and reputation of the training institution.
- (c) Resources, Capacity and Commitment to execute the project – 30 %**
- (i) The track record of trainers;
  - (ii) The track record of the applicant;
  - (iii) Experience on past similar projects;
  - (iv) Ability to manage the activity successfully;
  - (v) Realistic, fair and reasonable budget breakdown;
  - (vi) Ability to fund or raise additional funds needed to realise the project; and
  - (vii) Budget and expenses management system/ reporting system before, during and immediately after event until closure of account and final auditing.

**Note:**

1. Applicants will have to demonstrate along with their applications how best their proposals meet the above criteria.
2. Applicants may be called upon to present their project to the National Arts Fund Managing Committee.

**5.3.3 Level of financing**

The fund will finance up to 70% of a realistic budget and up to a ceiling of Rs 300,000, whichever is the lower.

**5.3.4 Call for projects**

Applications for the Capacity Building Grant can be submitted throughout the year. However, upon receipt of all required information and documents, a period of four weeks will be needed to process requests and replies will be made thereafter.

**5.4 Research Grant**

Innovations in the arts is an on-going process which, amongst others generate new forms of artistic expression and cultural experiences. Funding in research and development will evolve new ideas that can be beneficial for the arts sector in general.

In line with the above, the Research Grant will support research and documentation in fields such as: -

- (i) Social and economic impact of the arts in the Mauritian society;
- (ii) New models of audience engagement in the arts;
- (iii) New forms of artistic and cultural expressions;
- (iv) Creative industry and the economic dimension of the arts in Mauritius;
- (v) Developing interest in the arts for all age-groups and for both art practitioners and members of the public; and

- (vi) Policies and practices that shape arts development.

#### **5.4.1 Eligibility**

Academics, researchers, artists and arts organisations/ associations registered with the Registrar of Companies/ Registrar of Associations, with the ability to carry out research to its completion. Applicants should provide a referee or document of support from relevant sources or institutions.

#### **5.4.2 Assessment Criteria**

The evaluation will be based on the aims of the projects to be funded listed at paragraph 3 and marked on the following criteria: -

**(a) Merit of the project – 50%**

- (i) Impact of the research on the Mauritian Arts scene;
- (ii) Sound research objectives and methodology; and
- (iii) Content development.

**(b) Dissemination of research findings – 25%**

- (i) Dissemination and communications strategies; and
- (ii) Practicability of results.

**(c) Capacity to execute the project – 25%**

- (i) Ability to manage the activity successfully;
- (ii) Realistic, fair and reasonable budget breakdown;
- (iii) Ability to fund or raise additional funds needed to realise the project;
- (iv) Budget and expenses management system/ reporting system before, during and immediately after event until closure of account and final auditing.

#### **Note:**

1. Applicants will have to demonstrate along with their applications how best their proposals meet the above criteria.
2. Applicants may be called upon to present their project to the National Arts Fund Managing Committee.

#### **5.4.3 Level of financing**

The NAF will finance up to 60% of a realistic budget and up to a ceiling of Rs 500,000, whichever is the lower.

More than one research project on the same subject shall not be funded from the NAF.

#### **5.4.4 Call for projects**

Three calls for projects will be launched on a yearly basis (February, June<sup>3</sup> & October).

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<sup>3</sup> The Call scheduled for June is exceptionally being launched in August 2019.

## 6.0 GENERAL RULES

- 6.1 Applicants shall be eligible for application for one grant at a time.
- 6.2 The Emerging Talents Grant is a One-Time Grant. Beneficiaries of this grant may, thereafter, apply under other grant schemes depending upon eligibility. Applications would be considered for other Grants Schemes after a period of 2 years from the date of receipt of their last payment, under the Emerging Talents Grant.
- 6.3 Applicants for the other three grants are eligible to apply after a period of two years as from the date of receipt of their last payment of previous projects financed by the National Arts Fund.
- 6.4 Applicants shall be Citizens of the Republic of Mauritius who have resided in Mauritius for a period of at least 2 continuous years preceding the application date.
- 6.5 Applicants shall be aged 18 years or above. Application on behalf of minors shall be made by their responsible party who shall be legally responsible for the project.
- 6.6 Any copyright arising out of any project or part thereof shall be governed by the provisions of the Copyright Act 2014.
- 6.7 The name of the Ministry shall appear as a major partner in all publicity material and printed documents related to the project. The wordings and drafts will have to be mutually agreed upon.
- 6.8 All other sponsorships for the project will have to be mutually agreed upon (by the Managing Committee of NAF and the applicant).
- 6.9 Projects shall be in line with the objects of the NAF.
- 6.10 Depending on funds available, this exercise is competitive. Proposals shall meet a maximum of the objectives and assessment criteria. The Ministry will, from the NAF, fund the widest range of art forms and at different venues based on our geographical area in order to present a variety of artistic expressions to a maximum of the Mauritian audience.
- 6.11 Applicants who have not abided by the terms of the contract project(s) previously funded in accordance with these Guidelines shall not be eligible for any new application.
- 6.12 Proposals that involve collaborations with foreigners are eligible provided the lead applicant is a Mauritian Citizen of the Republic of Mauritius and at least 75% of the artistic team and participants in the proposal are Citizens of the Republic of Mauritius.
- 6.13 All submissions (documents, photographs, etc.) shall become the property of the Ministry.
- 6.14 All sections of the Application Form shall be filled in, where applicable.
- 6.15 Application forms that have not been properly filled in or / and comprising inaccurate information or documents submitted after the deadline, shall not be considered.



- 6.16 The Ministry shall not be liable to indemnify the applicant for expenses or losses incurred, if any, in the course of preparation of an application for financing of a project under these Guidelines.
- 6.17 The Ministry shall neither be liable nor be responsible, and shall not be subject to any claim for compensation, in case the project is not approved or in case of any delay by the Managing Committee of the NAF in conveying approval for a project.
- 6.18 The Ministry shall neither be liable nor be responsible, and shall not be subject to any claim for compensation, if, for any reason, the project is not implemented as per these Guidelines, the Application Form submitted and the Agreement entered into between the Ministry and the applicant.
- 6.19 In case there are downward variations in the project value, the grant amount shall be adjusted accordingly.

## **7.0 PROJECT DETAILS**

- 7.1 The following details shall be provided either on the application form where requested or as annexes:
- (i) Synopsis and a write-up of the project stating the objectives and a list of key artists (max 800 words);
  - (ii) Information on the target audiences and how the project will engage and connect audiences through the arts should be included;
  - (iii) Detailed breakdown of estimated projected income and expenditure of the project. Capital expenditure, or/and expenses incurred prior to signature of the Agreement, if any, will not be considered as part of the project value. All potential sources of funding from government and/or other organisations must be included as well. All projected budget should be as realistic and as accurate as possible;
  - (iv) Detailed implementation schedule, including corresponding timeframe for each milestone/ task;
  - (v) Key task performers and artists to be involved along with their exact functions;
  - (vi) Complete list of service providers;
  - (vii) Direct and indirect employment to be created by the project (e.g.) number of persons to be involved, number of working days) etc.; and
  - (viii) Other relevant materials to substantiate the application.

## **8.0 APPLICATION PROCEDURE**

### **8.1 Application form**

Application forms and the National Arts Fund Guidelines are available at the National Arts Fund office, 1<sup>st</sup> Floor, Renganaden Seeneevassen Building, Cnr. Pope Hennessy and Maillard Streets, Port Louis and on the website <http://culture.govmu.org>

### **8.2 Documents to be submitted together with the Application Form**

- (i) Copies of National ID Card of the applicant;
- (ii) Copies of National ID Cards of all members of the group, in case application is from a group;
- (iii) Financial breakdown of the project;
- (iv) Implementation schedule;
- (v) Appropriate quotations/receipts (where applicable);
- (vi) Past experience (track record) of applicant in the field of the project (to be supported by documentary evidence, viz. press cuttings etc. including names/number of similar works produced);
- (vii) Cast and crew for cinema and theatre productions;
- (viii) Memorandum of Associations of Companies (where applicable);
- (ix) All other document(s) as requested in the application form and the NAF Guidelines 2019; and
- (x) Any additional document to support the application may also be submitted.

### **8.3 Submission of application**

The Application Form together with supporting documents, as listed in these Guidelines shall be submitted to the Managing Committee of the National Arts Fund within the stipulated deadline.

## **9.0 ASSESSMENT PROCESS**

- (i) The assessment process will take about ten weeks.
- (ii) Any further information/ document(s) needed for evaluation will have to be submitted within the requested deadline.
- (iii) A Letter of Offer will be issued to the selected applicants. The offer will remain valid for a period not exceeding two weeks after the date of the letter.
- (iv) Unsuccessful applicants will receive a Letter of Notification within the same period. They may seek an appointment with the NAF for assistance to improve their submission for future call.
- (v) The decision of the Managing Committee of the NAF shall be final.

## **10.0 IMPLEMENTATION PERIOD**

- 10.1 The project shall be implemented within 12 months after the signature of the Agreement.

## 11.0 DISBURSEMENT OF FUNDS

11.1 The grant will be disbursed in four instalments subject to the implementation of the projects being in line with the guidelines as follows:

- (i) 20% of grant quantum upon award and acceptance of grant on signature of the Agreement and after production of quotations;
- (ii) 30% of grant quantum upon production of documentary evidence of
  - a. receipts of the 20% already disbursed; and
  - b. arrangements, bookings, commitments taken with artists/ service providers, draft programme, draft of the publication/script and payments made etc. Implementation stage must have exceeded 50% of progress and in line with the time frame;

**Note 1:** Prior to the release of this disbursement, the registration number of the Accountant who will certify the final statement of income and expenditure, shall be submitted.

**Note 2:** With respect to Cinema (refer to paragraph 3.1 (f) of these Guidelines), applicant should submit a rough cut of the film/documentary.

- (iii) 20% upon successful completion of project and supported by documentary evidence and receipts; and

**Note:** With respect to Cinema, the applicant should submit a final copy of the production one week prior to the release.

- (iv) 30% of grant quantum upon receipt of duly certified statement of income and expenditure by an Accountant registered with the Mauritius Institute of Professional Accountants (MIPA).

**Note:** All receipts/invoices/quotations submitted for disbursements shall be in original. ID numbers, BRN and contact details should be clearly shown on receipts/quotations.

11.2 The grants at paragraphs 11.1(ii) to 11.1(iv) will be disbursed after satisfactory verification by the Managing Committee of the NAF of all submitted claims and evidence. Any improper submission/missing document may delay disbursements.

11.3 The grant will be paid by a crossed cheque on applicant's name or credited into the applicant's bank account as per application form.

11.4 The Applicant shall submit a report together with the certified actual income and expenditure statement within **one month** after completion of the project, which shall include where applicable: -

- (i) pictures/videos of the events;
- (ii) venue event held;
- (iii) artists involved; and

(iv) public involvement.

11.5 A list of certified accountants registered with MIPA is available on the following website: <https://mipa.mu/pf/>

## **12.0 AGREEMENT**

12.1 The successful applicant shall enter into an Agreement with the Ministry.

12.2 The Ministry reserves the right to amend the Agreement by mutual consent of both parties.

**16 August 2019**

**Ministry of Arts and Culture**