



## NATIONAL ARTS FUND GUIDELINES - EIGHTH CALL FOR PROJECTS

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

**Launched on: Monday, 09 October 2023**

**Closing date: Monday, 30 October 2023**

### 1.0 General 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.

### 2.0 Art forms to be supported under the Guidelines

- 2.1 The National Arts Fund will support projects in the following fields: -
  - (a) visual arts such as paintings, drawing, cartooning, fine art, photography, sculpture;
  - (b) literary arts namely poetry, slam and so on;
  - (c) performing arts for instance music, dance, theatre, cinema;
  - (d) digital arts or more precisely artistic work using digital technology; and
  - (e) multi-disciplinary art forms that have an impact on the arts scene in 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;
- (f) promoting inter culturalism 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 3.0, the projects to be funded will include, **but will not be restricted** to, the following: -

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

### 4.0 NAF will **not** consider funding the following:

- 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 existing schemes of the Ministry of Arts and Cultural Heritage;
- c) projects previously financed under the existing Film Rebate Scheme of the Economic Development Board;
- d) projects that have formerly started or been 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; and
  - (vi) are related to political activities and/or are of political nature;
- (f) publication of school text books;
- (g) capital projects for example construction of buildings and procurement of equipment;
- (h) art residencies; and
- (i) on-going activities especially social media management, website management amongst others.

### 5.0 Arts Grants Programme

In line with the objects of the NAF, projects shall be funded under the following grants:

- a) Emerging Talent Grant;
- b) Production Grant;
- c) Capacity Building Grant;
- d) Research Grant; and
- e) Digital Creative Art Grant.

Details and modalities of the above-mentioned grants are outlined in the subparagraphs below.

## 5.1 Emerging Talents Grant

<b>Emerging Talent Grant</b>		
<b>The Emerging Talent 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 Talent Grant is a One-Time Grant and beneficiaries of this grant may, thereafter, apply under other Grant Schemes depending on eligibility.</b>		
<b>Eligibility</b>	Individual artists/art groups who have strong potential in their respective fields.	
<b>Assessment Criteria</b>	Applicants will have to demonstrate along with their applications how best their proposals meet the following criteria:	
	a) Artistic Quality	<ul style="list-style-type: none"> <li>(i) Vision and innovative ideas</li> <li>(ii) Clarity of presentation of the artistic aims and objectives</li> <li>(iii) Impact on the development of works/skills of artists/ organisations involved</li> <li>(iv) Impact of the proposal on the art form and in the art sector in general</li> </ul>
	b) Public Engagement	<ul style="list-style-type: none"> <li>(i) Strength of public engagement made in the project</li> <li>(ii) How proposal attracts new audience who usually has no access to such art form</li> <li>(iii) Affordability of greater public (in terms of cost of entry tickets, transport arrangements, price of products on sale or on promotion)</li> <li>(iv) Well defined marketing strategy to attract audience</li> </ul>
	c) Resources, capacity and commitment to execute the project	<ul style="list-style-type: none"> <li>(i) Ability to manage the activity successfully</li> <li>(ii) Realistic, fair and reasonable budget breakdown</li> <li>(iii) Ability to fund or raise additional funds needed to realise the project</li> <li>(iv) Budget and expenses management system/ reporting system before, during and immediately after event until closure of account and submission of duly certified statement of income and expenditure by an Accountant</li> </ul>
<b>Level of financing</b>	The Fund will finance up to 90% of a realistic budget and up to a ceiling of Rs 300,000, whichever is the lower.	

## 5.2 Production Grant

<b>Production Grant</b>		
<b>The Production Grant supports established artists/arts groups and Art/Events Companies 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.</b>		
<b>Eligibility</b>	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 who are able to demonstrate commitment to the long-term development of art.	
<b>Assessment Criteria</b>	Applicants will have to demonstrate along with their applications how best their proposals meet the following criteria:	
	a) Merit of the project	<ul style="list-style-type: none"> <li>(i) Concept, creativity, originality, innovation and scale</li> <li>(ii) Artistic strength of the project</li> <li>(iii) Impact of the proposal on the art form and in the art sector in general</li> <li>(iv) Track record of artists/art group</li> </ul>
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<b>Level of financing</b>	The Fund will finance up to 75 % of a realistic budget and up to a ceiling of Rs 800,000, whichever is the lower.	

### 5.3 Capacity Building Grant

<b>Capacity Building Grant</b>							
<b>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.</b>							
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>a) Organisations/Associations which are actively contributing to the local arts scene.</li> <li>b) Organisations/ Associations duly registered with the Registrar of Companies/ Registrar of Associations and recognised by the relevant institutions having the following profile: -               <ul style="list-style-type: none"> <li>(i) Have established professional arts training as an integral component of their overall activities;</li> <li>(ii) Have significant administrative capacity to support the objectives of the programme;</li> <li>(iii) Have a track record in similar activity;</li> <li>(iv) Training Programme has to be recognised by a Government Institution and recognition certificate to be produced by applicants with application form;</li> <li>(v) The Training shall be provided free-of-charge to beneficiaries; and</li> <li>(vi) Content of the training programme to be provided</li> </ul> </li> </ul>						
<b>Assessment Criteria</b>	Applicants will have to demonstrate along with their applications how best their proposals meet the following criteria:						
	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%; text-align: center;">a) The programme</td> <td> <ul style="list-style-type: none"> <li>(i) Relevance of the proposed programme</li> <li>(ii) Quality and standard of the proposed programme</li> <li>(iii) Credibility and reputation of the training institution.</li> </ul> </td> </tr> <tr> <td style="text-align: center;">b) Merit of the project</td> <td> <ul style="list-style-type: none"> <li>(i) Concept, creativity, originality, innovation and scale</li> <li>(ii) Artistic strength of the project</li> <li>(iii) Impact of the proposal on the art form and in the art sector in general</li> <li>(iv) Track record of artists/art group</li> </ul> </td> </tr> <tr> <td style="text-align: center;">c) Resources, capacity and commitment to execute the project</td> <td> <ul style="list-style-type: none"> <li>(i) Ability to manage the activity successfully</li> <li>(ii) Realistic, fair and reasonable budget breakdown</li> <li>(iii) Ability to fund or raise additional funds needed to realise the project</li> <li>(iv) Budget and expenses management system/ reporting system before, during and immediately after event until closure of account and submission of duly certified statement of income and expenditure by an Accountant</li> </ul> </td> </tr> </table>	a) The programme	<ul style="list-style-type: none"> <li>(i) Relevance of the proposed programme</li> <li>(ii) Quality and standard of the proposed programme</li> <li>(iii) Credibility and reputation of the training institution.</li> </ul>	b) Merit of the project	<ul style="list-style-type: none"> <li>(i) Concept, creativity, originality, innovation and scale</li> <li>(ii) Artistic strength of the project</li> <li>(iii) Impact of the proposal on the art form and in the art sector in general</li> <li>(iv) Track record of artists/art group</li> </ul>	c) Resources, capacity and commitment to execute the project	<ul style="list-style-type: none"> <li>(i) Ability to manage the activity successfully</li> <li>(ii) Realistic, fair and reasonable budget breakdown</li> <li>(iii) Ability to fund or raise additional funds needed to realise the project</li> <li>(iv) Budget and expenses management system/ reporting system before, during and immediately after event until closure of account and submission of duly certified statement of income and expenditure by an Accountant</li> </ul>
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<b>Level of financing</b>	The Fund will finance up to 90 % of a realistic budget and up to a ceiling of Rs 300,000, whichever is the lower.						

### 5.4 Research Grant

<b>Research Grant</b>							
<b>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 include new ideas that can be beneficial for the arts sector in general.</b>							
<b>Eligibility</b>	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 shall provide a referee or document of support from relevant sources or institutions.						
<b>Assessment Criteria</b>	Applicants will have to demonstrate along with their applications how best their proposals meet the following criteria:						
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<b>Level of financing</b>	The Fund will finance up to 90% of a realistic budget and up to a ceiling of Rs 500,000, whichever is the lower.						

## 5.5 Digital Creative Art Grant

<b>Digital Creative Art Grant</b>		
<b>The Digital Creative Artist Grant aims at supporting artists/Art group and Art/Events Companies to present their artistic work through digital format and support digital presentation of events, as well as developing their capabilities in producing digital artistic work.</b>		
<b>Eligibility</b>	Individual artists / art groups and Art/Events Companies having projects in a digital medium in different art forms (Visual, Literary, Performing, Multi-Disciplinary) and who have a strong track record of artistic achievement are eligible to apply for the grant.	
<b>Assessment Criteria</b>	Applicants will have to demonstrate along with their applications how best their proposals meet the following criteria:	
	a) Artistic Quality	<ul style="list-style-type: none"> <li>(i) Vision and innovative ideas</li> <li>(ii) Clarity of presentation of the artistic aims and objectives</li> <li>(iii) Impact on the development of works/ skills of artists/ organisations involved</li> <li>(iv) Impact of the proposal on the art form and in the art sector in general</li> </ul>
	b) Merit of the project	<ul style="list-style-type: none"> <li>(i) Concept, creativity, originality, innovation and scale</li> <li>(ii) Artistic strength of the project</li> <li>(iii) Impact of the proposal on the art form and in the art sector in general</li> <li>(iv) Track record of applicant</li> <li>(v) Well defined marketing strategy to attract the audience</li> <li>(vi) How proposal attracts new audience who usually has no access to such art form</li> <li>(vii) Sustainability of the project in the long run</li> </ul>
	c) Resources, capacity and commitment to execute the project	<ul style="list-style-type: none"> <li>(i) Ability to manage the activity successfully</li> <li>(ii) Realistic, fair and reasonable budget breakdown</li> <li>(iii) Ability to fund or raise additional funds needed to realise the project</li> <li>(iv) Budget and expenses management system/ reporting system before, during and immediately after event until closure of account and submission of duly certified statement of income and expenditure by an Accountant</li> </ul>
<b>Level of financing</b>	The Fund will finance up to 75% of a realistic budget and up to a ceiling of Rs. 500,000, whichever is the lower.	

## **6.0 GENERAL RULES**

- 6.1 Applicants shall be eligible for application for one grant at a time.
- 6.2 Applications are open and applicants can submit their applications until Monday, 30 October 2023.
- 6.3 Applicants whose projects have been selected under the NAF will be eligible to re-apply for NAF Grants after a period of two years as from the date of receipt of their last payment.
- 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 National Arts Fund 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 between the beneficiary and the NAF.
- 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 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.
- 6.11 Proposals that involve collaborations with foreigners are eligible provided the lead applicant is a Mauritian Citizen and at least 75% of the artistic team and participants in the proposal are Citizens of the Republic of Mauritius. The expenditure for local service providers / artists / resource persons shall account for at least 75% of the project value.
- 6.12 All submissions including documents, photographs and so on shall become the property of the Ministry.
- 6.13 All sections of the Application Form shall be filled in, where applicable.
- 6.14 Application forms that have not been properly filled in or / and comprising inaccurate information shall not be considered.
- 6.15 Pencilled application form will not be accepted.
- 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 by the applicant.
- 6.19 In case there are downward variations in the project value at the time of implementation, the grant amount shall be adjusted accordingly.
- 6.20 The decision of the NAF on projects selected shall be final.

## **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. Expenses related to alcoholic drinks will not be qualified. All potential sources of funding from Government and/or other organisations must be included as well. All projected budget shall 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, for instance, number of persons to be involved, number of working days, and so on; and
  - (viii) Other relevant materials to substantiate the application.

## **8.0 APPLICATION PROCEDURE**

### **8.1 Application form**

Application forms and the National Arts Fund Eighth Call for Projects 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>. A tutorial video on how to fill in the application form may be viewed on the YouTube channel of the National Arts Fund: ‘National Arts Fund – Mauritius’.

### **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 National Arts Fund 8<sup>th</sup> Call for Projects’ Guidelines; 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 this Guidelines shall be submitted to the Managing Committee of the National Arts Fund, 1<sup>st</sup> Floor, Renganaden Seeneevassen Building, Cnr. Pope Hennessy and Maillard Streets, Port Louis.

## **9.0 ASSESSMENT PROCESS**

- (i) The applicant may be called for the presentation of his project
- (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 application.
- (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 three 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;
- (ii) 30% of grant quantum upon production of documentary evidence of
  - a. receipts of the 20% already disbursed which shall be certified by the Beneficiary; and
  - b. arrangements, bookings, commitments taken with artists/ service providers, draft programme, draft of the publication/script and payments made etc which shall be certified by the Beneficiary. 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, applicant shall submit a rough cut of the film/documentary.

- (iii) 50% of grant quantum upon successful completion of project and submission of:
  - a) documentary evidence and receipts which shall be certified by the Beneficiary; and
  - b) duly certified statement of income and expenditure by an Accountant registered with the Mauritius Institute of Professional Accountants (MIPA).

**Note 3:** With respect to Cinema, the applicant shall submit a final copy of the production one week prior to the release.

**Note 4:** All receipts/invoices submitted for disbursements shall be in original. ID numbers, BRN and contact details shall be clearly shown on receipts/invoices. All receipts/invoices shall be certified by the Beneficiary.

11.2 The grants specified at paragraph 11.1 will be disbursed after satisfactory verification by the Managing Committee of the NAF of all submitted claims and evidence as appropriate. Any improper submission/missing document may delay disbursements. In cases where the Beneficiary owes the Ministry of Arts and Cultural Heritage for any other projects approved under the said Ministry, the National Arts Fund reserves the right to deduct such amounts from the disbursements of the Beneficiary or withhold disbursements to the Beneficiary.

- 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 signed report together with the statement of actual income and expenditure certified by an Accountant registered with the Mauritius Institute of Professional Accountants (MIPA) 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.

**09 October 2023**

**National Arts Fund**