

**REPUBLIC OF SEYCHELLES
NATIONAL ARTS COUNCIL
TERMS OF REFERENCE**

What is the National Arts Council Grant?

The National Arts Council Grant which amounts to the total sum of SR 1,000,000.00 has been allocated to the National Arts Council (NAC), to nurture the capacity of the arts sectors in Seychelles.

The National Arts Council Grant provides support to local budding/emerging artists and arts groups in bringing the arts to communities, to engage, inspire and create shared experiences for people to connect with one another.

Funding will be provided to projects that will promote, develop and preserve arts in Seychelles especially projects that:

- Development of all Art forms;
- Build capacity within arts;
- Promote the visibility of the arts;
- Create opportunities through the arts;
- Promote meaningful changes and interventions within the communities.

50 Percent (50%) i.e. SR 500,000.00 of the total fund will be reserved for the Arts Associations affiliated with the National Arts Council, and SR 500,000.00 will go towards the new budding/emerging artists.

Authority

The fund has been allocated by the Government of Seychelles and shall be controlled by the NAC, disbursed, and audited by the Department of Finance. The administrative control, such as the criteria and selection of projects to be funded will be done by an Evaluation committee composed of representatives of the agency and other artistic individuals.

Eligibility Criteria

In order to apply for funding from the National Arts Council grant applicants must be located in Seychelles, in any of the arts forms and be one of the following:

- A local budding (newcomer) individual artist or arts collective (defined as three or more individuals) that wishes to work on their first artistic project;
- Artistic activists, researchers and writers
- A non-for-profit arts organization affiliated with the National Arts Council

- Official Overseas Mission i.e. Study Tours, and Trainings should be in direct collaboration with the National Arts Council. Only invitations from overseas partners of the National Arts Council will be considered.
- MOUs signed by NAC and other entities for collaborative activities.
- All artistic projects to be registered prior by SACs.

Exclusions from Eligibility

- Schools, conservatories and other organizations; the primary mission of which is training or education. (The presence of education or training as an ancillary part of an organization's mandate will not result in an exclusion from eligibility);
- Churches and other religious institutions;
- Established artists in all Arts Form – Exemption can be made for established artists on a case to case basis.
- Applicants that have received any form of significant funding in the field of arts and culture with the Government of Seychelles, within the same calendar year are not eligible for funding.
- Political activities for the promotion of a certain political ideology or party.

Eligible Expenditures

The Artistic Grant shall support projects and activities with clearly defined set of objectives and targets within a set timeframe for implementation.

The Committee will approve a specific cost from the project which shall be eligible for support under the Artistic Grant.

The other costs shall be borne by the owner of the project.

Exclusions from Eligible Costs

The Artistic Grant of the National Arts Council may not be used for major capital purposes such as:

- Land
- Equipment and fixtures
- Operating costs
- Furthering a for-profit venture

Adjudication

The following assessment criteria will be considered for funding of projects:

- Artistic Merit,
- Program Merit,
- National and Community Impact, and
- Economic Impact.

Artistic Merit as determined by:

- i. A comprehensive work plan that is ready for implementation;
- ii. Quality or value of the project and the implementation team/program;
- iii. Distinctiveness of the applicant's activities in relation to comparable activities in Seychelles. Does the project provide unique and innovative opportunities for artists, other arts organizations, and the public?
- iv. Contributions to the development of arts in Seychelles;
- v. Evidence of planning in place to support the proposal and/or ongoing organizational capacity (as per realistic schedules, timelines, planning practices, etc.)

Program Merit as determined by:

- i. The relevance of the project in line with National Arts Council Artistic Grant Policy as well as its strategic plans. Does the project support new and existing arts celebrations and initiatives?

National and Community Impact as determined by:

- i. Level of public access to the work, activities or services;
- ii. Level of engagement with other arts organizations, artists and community groups in Seychelles.
- iii. Evidence of promotional and/or outreach strategies in place to encourage wide public participation, awareness and engagement;
- iv. Demonstrated support from the community as determined by partnerships, collaborations, sponsorship support, in-kind support, volunteers, etc.;

Economic Impact as determined by:

- i. Employment and training opportunities for Seychellois artists, artisans, contractors ...
- ii. Direct and indirect spending in Seychelles;
- iii. Strong and successful relationships and partnerships with the local businesses.
- iv. The ability to demonstrate how funding from the Artistic Grant will directly support the project and ability to generate revenue outside the Fund.

The applicant's recent activities as well as proposed ones will be taken into account when assessing an application.

The Application Process Committee (APC)

A committee will be set up to process the application for the grant. The committee will be composed of the following agencies and organizations:

1. N A C – Board Member – 1 or 2
2. Mr. Jimmy Savy – CEO
3. Mrs. Denise Victor – Director Arts Development (DAD)
4. Ms. Jenifer Cupidon – Director HR and Budget Mgt (DHRBM)

5. Private Secretary or Office Assistant
6. Executive Member of respective Association – Depending on the art form
7. Ministry of Finance – Desk Officer

The following information is required to support the application:

1. Brief summary write-up of the project.
2. Provide Information on the target audiences, the aims and objectives of the projects.
3. Estimated projected income and expenditure of the project.
4. All potential sources of funding from government and/or other organizations must be included as well.
5. All projected budgets should be as realistic and accurate as possible.

Funding consideration for application may be affected if the projected budget is not realistic.

The Committee may, request for the full script of the production. **Note that incomplete applications will not be reviewed by the committee.** All completed applications are processed by the Director, Arts Development, and submitted to the Evaluation committee.

Yearly application cycle

The fund will be available from **January to 30th October** of each year. This is in line with the government financial cycle as the fund is managed and disbursed by the Department of finance.

Applications received after that date will be considered and processed the following financial year if still relevant.

Outcome

Applicants will be notified of the outcome of their application via letter, followed up by a telephone call.

The application process and timeline

The application process and timeline is as follows:

To be eligible for funding consideration, applications must reach the National Arts Council at least 6 weeks before the commencement of the project.

The committee will plan its meeting based on number of applications received, it can be once every two weeks. Applicants will be informed of the outcome of their applications by the Arts Development Section within one to 2 weeks of application.

Disbursement will be done based on invoices that has been submitted with the application, and payment will be done directly towards the suppliers and not the applicants.

Applicants will need to submit evidence of products or works that has been supported by the funds.

How to apply for the fund?

An application form must be collected at the Arts Development Department, National Arts Council, or downloaded from the website of the National Arts Council. The application must be submitted to the office of the Director Arts Development, National Arts Council.

For organizations, groups or individuals who receives a grant under the Artistic Fund in any year and reapply for funding any year following that, a Final Project Report which will include a financial report, must be integrated as part of the subsequent application form.

Limitation

No applicant may apply for the grant two years consecutively. Applicant will be allowed to apply for the Artistic grant **every two years**. The Evaluation Committee has discretion with regard to the amount awarded, which is maximum **SR 15,000/-** for **budding/emerging artists** and **SR 20,000.00 to SR 75,000.00** for **Associations**.

TERMS & CONDITIONS FOR SUCCESSFUL APPLICANTS

The successful applicant must:

- (a) Inform the NAC Committee if there are any changes (title of show, date, venue, etc.) to the project
- (b) Acknowledge support by the NAC - Arts Fund for all the publicity collaterals of the project;
- (c) Submit a hard copy brief report indicating how the grant was used in the project within 1 month after completion of the project. The report should be certified by the individual or organization's with his/her original signature and dated accordingly.

Appeal against non-approval of application

The applicants whose application are not successful may appeal against the decision of the Evaluation Committee in writing to the Chief Executive Officer, National Arts Council not later than 14 days after receiving notification from the Evaluation Committee.

Prior to receiving any funding from the Artistic Grants, successful applicants will be required to sign a contract with the National Arts Council, recognizing their obligations regarding the use of the funds and reporting requirements. Non-compliance by a grant recipient will result in a full refund or the applicant will be subjected to legal prosecution and will be considered ineligible for future grants.

Review, Withdrawal or Withholding of Grant

The National Arts Council - Grants Committee reserves the right to review, or suspend any grant which may be awarded in future should any of the following occur:

- (a) The proposed project which received funding and undergoes a material change without prior written approval from the National Arts Council - Grants Committee. A material change shall include any changes in the content, scale, budget, key artistic personnel, venue, and/or date of project;
- (b) The Grant Recipient is not able to deliver the proposed Project by the proposed date; extension will be granted and project will be closely monitored.
- (c) The Grant is not used for the purpose for which it is awarded;
- (d) Wrong and/or misleading information is provided in the application form, either deliberately or otherwise;
- (e) Illegal or negligent acts that occurs during any point of the funded project, which will adversely affect the reputation of The NAC - Grants Committee, any government bodies, public institutions, national leaders or your person / organization.

(f) The project and or any activities undertaken in relation to the project are, in the view of the NAC - Grants Committee, (i) offensive or obscene in nature; (ii) derogatory or defamatory of any third party; (iii) politically affiliated or (iii) bring dispute to or prejudice the NAC - Grants Committee in any way whatsoever, or be construed to:

- i. Denigrate or debase a person, group or class of individuals on the basis of race or religion, or serve to create conflict or misunderstanding in our multicultural and multi-religious society; and/or
- li. Undermine the authority or legitimacy of the government and public institutions, or threaten the nation's security or stability.

The NAC - Grants Committee has the right to amend these terms and conditions at any time. Before any amendment under this clause, the Arts Fund Committee shall notify the Grant Recipient regarding its intention to amend the terms and conditions of the Grant at least fourteen (14) days before any amendment is made.

SUPPORT MATERIAL GUIDELINES

Applicants must include examples of work in progress for the assessment committee to review. Work related to the proposed project is usually most effective.

It is essential to include the highest quality samples in order to best represent your proposal and to indicate their relation to the proposed project. The examples submitted should demonstrate the quality of your work and your ability to undertake and complete the proposed project. For collaborative works, please specify your role in the creation or execution of the work.

All support materials must be clearly marked with your name. Your support material will be stored electronically.

Do not submit original artwork. Whilst taking reasonable care, The National Arts Council will not accept responsibility for loss of or damage to any support material. Support Material will not be returned to applicants.

All support material must be submitted in digital format on an electronic storage device (CD/DVD/USB stick).

PRINTED MATERIAL SPECIFICATIONS for items such as written works in progress, synopses, scripts, outlines, treatments, storyboards, musical charts, excerpts from published materials, letters of support, critical reviews of your work, etc. are as follows:

- All materials must be submitted in PDF or word format.

AUDIO/VISUAL MATERIAL SPECIFICATIONS for audio, video, still images and interactive web-based artworks are as follows:

- Each audio or video sample must be presented as an independent track/file that starts at the point at which the applicant would like the assessors to begin reviewing.
- If you wish to have the assessors review different parts of the same work it is your responsibility to provide a file appropriately edited and to ensure that all your recordings function properly.

Video, Audio and image files must be in a common electronic video, audio and image format.