

Call for proposals for cultural projects in Nairobi County, Kenya

CALL FOR PROPOSALS

Application form

The annexes to the form are the following:

- ❖ Completed form,
- ❖ Approval or certificate of recognition issued by a provincial authority,
- ❖ Notarized articles of organization,
- ❖ Bank statement,
- ❖ Annual activity report and reports on at least two projects carried out (for which the budget spent equals at least 30% of the amount requested),
- ❖ Budget : Budget lines supported by Africalia's funds must be flagged. A template is provided by Africalia,
- ❖ If co-financed, funding agreement or partnership letter,
- ❖ Any other documents deemed relevant to the proposal.

Submit your application **BEFORE 8TH DECEMBER 2024 AT 23:59 PM ((GMT+3) NAIROBI TIME)**

Please note that projects that are being co-financed have a higher chance of being selected for the grant. Applicants are therefore encouraged to provide co-financing contract to the annexes of their application.

GENERAL INFORMATION – Step 1 of 5

1. Title of the project presented	
2. Full name of the organization	
3. Full address of the organization	
4. Email	
5. Phone	
6. Legal status of the organization	
7. Registration date of the organization	
8. Legal registration number of the Organization	
9. Relevant cultural and/or creative sector(s)	<input type="checkbox"/> Audiovisual (films, videos, etc.) <input type="checkbox"/> Performing arts and festivities <input type="checkbox"/> Design and creative services <input type="checkbox"/> Visual arts and crafts <input type="checkbox"/> Publishing (books and press) <input type="checkbox"/> Other, please specify...
10. Website, Instagram, Twitter and Facebook page	
11. Other social media	

12. Presentation of the organization and its activities. *0 of 800 max characters.*

13. Bank account and holder's name

14. First and last name of the contact person

15. Position of the contact person in the organization

16. E-mail address of the contact person

17. Telephone no. of the contact person

ORGANIZATION'S BACKGROUND - STEP 2 OF 5

1. List any previous projects that demonstrate experience in your field of expertise/discipline.

Project titles, results/impacts achieved, targets met, total budgets, years of implementation, funding sources.

2. The projects described above must correspond to the reports attached to the application and demonstrate that the project leader has already managed at least one project with a budget equivalent to at least 30% of the amount requested under this call.

NOTE: please attach the above-mentioned projects reports as annex at the end of this form and the related funding agreement.

PROJECT DESCRIPTION – STEP 3 OF 5

1. **Project title**
2. **Describe your project in a few lines** (0 of 2000 max characters)
3. **What are the specific objectives pursued, the expected results and the activities to be implemented?** (0 of 1600 max characters)
4. **Project timetable** (Please give details of the start and end dates of your project, as well as the different phases of your project.)
5. **Location** (Which area will the project cover? Where will the activities take place? 0 of 1600 max characters)
6. **Target audience(s)** (What is/are your target audience(s)? How will you reach them? How many people will be reached? Does your project aim to reach certain vulnerable audiences (minorities, people with disabilities, etc.)? If so, how?)
7. **Artistic, creative and cultural quality of the project** (In what way is your project original or daring from an artistic point of view? 0 of 1000 max characters)
8. **Does your project highlight a particular work, style, artist or technique?** (0 of 800 max characters)
9. **Innovation/originality** (Is your project innovative in ways other than artistic (business model, approach, human resources, interactivity, content, ...)? 0 of 1400 max characters)
10. **Project sustainability strategy** (Social, ecological, economic sustainability 0 of 1400 max characters)
11. **Human resources required for the project** (Describe the team (contractors or employees). Will you be hiring staff for this project? If so, please explain. 0 of 1400 max characters)
12. **Describe the partnerships envisaged for this project** (0 of 1600 max characters)
13. **Does your project integrate gender?**
 - YES
 - NO

If yes, how? (0 of 1400 max characters.)
14. **Does your project include the expression of young people?**

- YES
- NO

If yes, how? (0 of 1400 max characters.)

15. Does your project take the environment into account?

- YES
- NO

If yes, how? (0 of 1400 max characters.)

16. Does your project integrate digitalization?

- YES
- NO

If yes, how? (0 of 1400 max characters.)

17. Project communication and visibility

How will you communicate about your project? Through which tools (facebook, instagram, radio, newsletters, posters, information sessions, sponsored posts, ...)? Briefly present your communication strategy (0 of 1600 max characters)

FINANCIAL ASPECTS – STEP 4 OF 5

1. **What is the overall project budget (in euros)?**
2. **What amount are you requesting for this call for proposals (in euros)?** *Africalia's contribution must not exceed 80% of the total amount of the budget for this project. A detailed table of the global budget, flagging the budget lines supported by Africalia's funds will be requested as an annex to the application.*
3. **What will the amount be used for?** *(0 of 600 max characters)*
4. **Is the project co-financed?**
 - YES
 - NO

If yes, please list the other sponsors and the amounts for which they are supporting you.

NOTE: please attach the budget and the funding agreement (if at the end of this form.)

ANNEXES – STEP 5 OF 5

IN ORDER TO UPLOAD THE ANNEXES ON THE GOOGLE FORM YOU NEED TO HAVE A GOOGLE ACCOUNT.

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