

Call for proposals for cultural projects in Nairobi County, Kenya

CALL FOR PROPOSALS

Summary of the call for proposals

Call date: 06/11/2024

Application deadline: 08/12/2024 at 23:59 pm ((GMT+3) Nairobi Time)

Implementation period : 01/02/2025 – 30/06/2026

Target province in Kenya : Nairobi

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Background

Africalia is a non-profit association promoting sustainable development by supporting cultural and creative industries on the African continent. With this goal in mind Africalia works with African cultural operators in civil society whose activities encompass a wide range of disciplines: from the audiovisual sector and literature to the performing arts and visual arts.

Kenya is said to be one of the most important economic and creative economy hub of East Africa. The country's creative sector is vibrant and brimming with talent and a bustling young creative scene. However, despite this high potential, the creative sector in Kenya is facing challenges related to limited investments in - and commercialization - of cultural and artistic creations, amongst others.

Africalia's activities aim to strengthen the technical, artistic and organizational capabilities of the sector's professionals and to foster democratic debate through the empowerment and the participation of individuals and communities in cultural life. Africalia also encourages the emergence and the consolidation of cultural networks on the national, regional and continental level, by setting up collaborations and exchanges between partners that work in similar fields.

Within its multi-year programme in Kenya, Africalia is supporting a set of cultural actors and stakeholders who are an integral part of their country's civil society and who are working in various artistic and creative fields. These actors are referred to as 'creators of change' and include cultural and creative enterprises and organizations, cultural training institutions, cultural incubators as well as groups of individual artists brought together under cultural and creative umbrella organizations.

Therefore the present call for proposal was designed to help strengthen the cultural and creative ecosystem in Nairobi County by offering diversified cultural goods and strengthening local distribution capacities. As a result, the visibility and creativity of Kenyan artists and their works will be enhanced.

Objectives of the call

The objectives of this call for proposals are:

- to strengthen local distribution capacities for cultural and creative goods and services,
- to increase the visibility of Kenyan creativity (artists and works),
- to strengthen the networking of Kenyan cultural professionals.

Maximum budget of twenty thousand euros (20.000 €)

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.

Estimated Timetable

Launch of call	6 th November 2024
Information session for candidates	Thursday 14 th November 2024 at noon 12:00 pm ((GMT+3) Nairobi Time)
End of call ➤ No application will be accepted after this deadline ➤ Incomplete applications will not be considered.	8 th December 2024 at 23:59 pm ((GMT+3) Nairobi Time)
Examination of the proposals by the jury	December 2024
Official publication of selected projects ➤ Candidates will be notified of the jury's decision by e-mail	January 2025
Signing of Agreements between selected candidates and Africalia	January 2025
Project implementation period	Between 1 st February 2025 and 30 th June 2026

Target group and eligibility criteria

This call for proposals is aimed exclusively at legal entities operating in the Cultural and Creative Industries sector and headquartered in Nairobi County.

❖ Eligibility criteria of the project

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.

This call for proposal targets projects that support the dissemination of cultural and creative goods and services for the people of Nairobi county.

The following types of projects are eligible:	The following types of projects are not eligible:
<ul style="list-style-type: none"> ○ Festivals (music festivals, film festivals, dance festivals); ○ Circulation of cultural works and content (traveling exhibitions, tours, etc.); ○ Development of online distribution and websites designed to increase the value of works (audiovisual, fashion, design, crafts, visual arts, heritage, etc.). 	<ul style="list-style-type: none"> ○ Local activities (festivals) that remain in their usual venues; ○ Activities linked to events but not aimed at a general public; ○ Actions aimed at raising funds or promoting the applicant's visibility ; ○ Local dissemination actions intended for a general public but characterized by discrimination against individuals or groups on the grounds of race, color, sex,

	<p>language, religion, political or other opinion, national or social origin, wealth, birth or any other status;</p> <ul style="list-style-type: none"> ○ Dissemination actions but which directly or indirectly support political parties or actions of a propaganda, proselytizing or pornographic nature.
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These projects are eligible if, and only if, their dissemination activities target locations other than those where they are usually organized. They must serve other places that do not have easy access to the events at which the cultural and creative goods and services are disseminated, such as neighborhoods/areas on the outskirts of Nairobi.

❖ Eligibility Criteria – Applicants

Eligible Applicants:	The following are not eligible:
<ul style="list-style-type: none"> ○ Be a legal entity; ○ Be a non-profit organization or cooperative, and be able to prove this by means of approval or a certificate of recognition issued by the province; ○ Have notarized statutes proving its existence for at least two years; ○ Have its head office in Nairobi county; ○ Carry out cultural activities focusing primarily on the dissemination of cultural works; ○ Have already managed one or more projects with a budget equivalent to at least 30% of the amount requested under this call for proposals, and be able to prove this through activity reports, financial reports and bank statements; ○ Be responsible for the preparation and management of funded activities; ○ Have a bank account opened in the name of the organization, and be able to prove this by means of a bank statement; ○ Provide a complete application file, including all required annexes, by the specified deadline. 	<ul style="list-style-type: none"> ○ Individuals; ○ Start-up legal entities with no experience in the distribution of cultural and creative goods and services; ○ Cultural organizations operating in the field of dissemination, but whose directors are not resident in Kenya at the time of this call; ○ All incomplete or late applications; ○ Cultural enterprises in programs already supported by Africalia; ○ Cultural organizations operating in counties other than Nairobi; ○ Autonomous public establishments; ○ Universities, public and private schools.

Only organizations proving their existence for at least two years and able to demonstrate a certain experience in the distribution of cultural goods intended for the general public will be eligible. Applicants will therefore be asked to append to their applications reports on previous projects or activities with a budget equivalent to at least 30% of the amount requested under this call for proposals.

Evaluation criteria

This call for projects is aimed exclusively at legal entities or organizations operating in the dissemination link in the Cultural and Creative Industries sector, with their head office in Nairobi. Projects to be funded will be selected on the basis of the following criteria:

❖ **Project relevance**

Is the project relevant to the objectives of this call for proposals?

This criterion assesses the project's relevance to the objectives of the call for proposals as well as its coherence (structure and feasibility), and in particular:

- the extent to which it improves the accessibility, recognition and valorization of artists and their works;
- the impact on target beneficiaries (including vulnerable groups: women, children and young people, minorities, etc.);
- the level of internal coherence, viability and qualitative and temporary feasibility, as well as the capacity for evaluation and self-evaluation;
- the innovative aspect(s), including from the point of view of technological innovation;
- the strategies proposed to guarantee its sustainability and/or intensify its impact.

❖ **Financial and operational capacity**

Does the applicant have proven experience in the financial management and organization of events for the general public?

❖ **Design and participatory approach to implementation**

What methodology and implementation approach do you have for organizing your event(s) aimed at the general public? What types of partnerships will you put forward for greater success?

This criterion evaluates potential synergies with already existing initiatives or organizations and the various professional sectors of culture and beyond; the involvement of independent local players, community groups, etc.

❖ **Artistic quality of the works to be disseminated**

Are the works to be disseminated of good quality? Are they already evaluated, If so by whom? If not, what mechanism do you propose for them to be evaluated before being broadcast, artistic approach etc.

❖ **Financial feasibility**

This criterion evaluates the project's budget with regard to, in particular:

- a) activities appropriately reflected in the budget;
- b) accuracy and consistency of estimated costs with local practices;
- c) feasibility of planned results in relation to estimated costs.

❖ **Innovative character aimed at places or audiences with no easy access to cultural and artistic works**

How do you intend to serve places or categories with limited access to cultural events in Nairobi county? Which categories will you reach with your project? Who is your target audience?

Demonstrate how the use of new technologies or unusual materials will help you reach your target audience.

❖ **Technical and organizational capacity of your organization**

What human resources (employees or contractors) will be required to carry out the project? What will be their tasks/responsibilities in implementing the project?

❖ **Project sustainability**

Sustainability includes four dimensions: ecological/environmental, institutional, technical and financial.

Ecological/environmental sustainability: the fact of protecting and preserving our natural environment by avoiding pollution and depletion of limited natural resources.

Institutional sustainability: refers to the notion of ownership by target groups in order to guarantee the action's continuity, i.e. to continue to serve places and categories that do not have access to cultural works.

Technical sustainability: management by the partners and long-lasting support for target groups.

Financial sustainability/viability: ability of partners and/or target groups to cover recurring costs.

Laureate responsibilities:

❖ **Keep their commitments and ensure effective implementation of the project**

Selected candidates undertake to implement the project in accordance with the jury's recommendations. Should this not be the case, Africalia reserves the right to request reimbursement of all or part of the funding granted.

❖ **Monitor and evaluate the project to ensure its success**

Successful applicants will be coached in the development and strengthening of financial and technical reporting mechanisms, as well as monitoring and evaluation protocols. Monitoring reports will be requested prior to the release of each tranche of funding.

❖ **Research and communications**

Throughout the life of the project, successful project leaders are required to document and share with Africalia project processes and outcomes, community engagement data and other relevant project activities.

❖ **Ensure visibility and Communication according to Africalia guidelines**

The words "With the financial contribution of Africalia" must appear on all information and communication documents and materials produced as part of the project. All project communication materials must include Africalia's logos provided when the agreement was signed.

Application procedure :

Applicants will find all the necessary documents in the annexes to the guidelines for the call for proposals (guide to eligible and ineligible expenses).

To apply, candidates must complete the form and attach the supporting documents directly to africalia@africalia.be for **8th December 2024 at 23:59 pm ((GMT+3) Nairobi time)** at the latest.

Candidates must check that they have all the necessary documents available in digital format (see “List of documents to be attached to the application”).

List of documents to enclose with the application:

- ❖ 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,
- ❖ If co-financed, funding agreement or partnership letter,
- ❖ Any other documents deemed relevant to the proposal.

A Questions/Answers (Q&A) section will be available on the <https://africalia.be/en/> site. It will be regularly updated.

An online Q&A session will also be held on the week of the 14th November 2024 at noon 12:00 pm ((GMT+3) Nairobi Time) on the following [Link](#).

All questions relating to this call must be sent by 2nd December 2024 at the latest by email to the following address: africalia@africalia.be

➤ Subject of e-mail: Question call for proposal - Kenya

After this date, no questions will be answered.

Annexes:

1. Application form
2. Guide to eligible and ineligible expenses
3. Frequently asked questions (FAQ)