**Before you start**



**Results chain**

When thinking about your project, and the results it might achieve, it helps to think of your work as a chain (as illustrated in the figure here above). You invest time and money (inputs and activities) to deliver the project for others to experience (output). The project is an experience for people, it will affect them in different ways (for example, they learn, they reflect, they connect to others, they exchange, they change their perception or their mind, they see new things…). The Prince Claus Fund believes that through such cultural experiences, societies improve (impact).

Your project proposal should ideally illustrate that you have thought this through, a realistic results chain in a proposal will help convince funders.

**Evaluation**If your project proposal is approved and at one point it will have actually taken place, the Prince Claus Fund will ask you for a final evaluation of your project. Evaluation however should not be left to the end of the project. It is a process that should be integrated from the start of the project, using different moments to reflect, learn and improve the project and its results.

So, when you start to think about your project, immediately think of:

* How will you recognise success? What might it look like and how will you capture it?
* Who do you need to ask what and when?

APPLICATION FORM AMPLIFYING CREATIVE VOICES

**REQUEST FOR FUNDING**

*Please respond to all the questions listed in the application form.*

*Please do not remove or edit any questions in the application form.*

1. **Contact Information**

|  |  |
| --- | --- |
| * 1. Name and gender of main Applicant
 |  |
| * 1. Name of Applicant Organisation (if applicable)
 |  |
| * 1. Postal Address, City
 |  |
| * 1. Country where person/organisation is based
 |  |
| * 1. Name of Contact Person
 |  |
| * 1. Telephone
 |  |
| * 1. E-mail
 |  |
| 1.8 Website/Facebook Page |  |

1. **Organisation Profile (if applicable)**

|  |  |
| --- | --- |
| * 1. Type of Organisation
 |  |
|  2.2 Year of Establishment |  |
| 2.3 Description and Mission of Organisation (max. 100 words) |  |
| 2.4 Main Activities of the Organisation (max. 100 words) |  |
| 2.5 Main Members and their Positions in the Organisation |  |

1. **Project Information Summary**

|  |  |
| --- | --- |
| 3.1 Project Name |  |
| 3.2 Short description of the activity for which funding is sought (max. 100 words) |  |
| 3.3 Please name all involved organisations, artists and or funding partners in the project |  |
| 3.4 City, Area and Country in which activity takes place |  |
| 3.5 What relevant thematic/social issue will your project engage with? |  |
| 3.6 Artistic discipline(s) in the project |  |
| 3.7 Total Funds requested through this application |  |
| 3.8 Start and End Date of project (max 12 months)*Start date before 31 March 2020*  |  |

**4. Project Detailed Information**

|  |  |
| --- | --- |
| 4.1 What do you propose to do? Please be concrete (max. 1.000 words.)*Describe in detail the planned activities of your project.* (*What, for whom, when and where, please provide target numbers where possible*) |  |
| 4.2 Please list 2-4 concrete objectives of the project in bullet points. *Be as specific possible about the realistic end result and also clarify how you are going to measure the achievement, and how you recognise success (targets).* |  |
| 4.3 Please describe any relevant political/social/historical/other contextual details. Explain the rationale of the project: why is this project relevant within the given (local) context? (max. 500 words)  |  |
| 4.4 What are the target group(s) How do you intend to reach and involve them? (max. 400 words)  |  |
| 4.5 Explain how your project relates to and is relevant to this call for proposals (in max. 400 words)  |  |
| 4.6 How do you propose to monitor and evaluate the achievement of the objectives?*How will you recognise the success of the project? With quantitative/qualitative, written/visual information? How will you gather this information?*  |  |

**5. Risks**

|  |  |
| --- | --- |
| 5.1 What are the potential obstacles and risks to the successful implementation of your project? How do you propose to mitigate these? (max. 300 words) |  |
| 5.2 What are the potential obstacles and risks to the involvement of your proposed target group(s)? How do you propose to mitigate these? (max. 300 words) |  |

**6. Communication**

|  |  |
| --- | --- |
| How do you aim to communicate/promote the project in its various stages? (max. 400 words) |  |

**7. Time Table/ Activity Plan and Budget allocation**

|  |  |
| --- | --- |
| Activities Proposed | Starting Year:Months: |
|  | 03/20 | 04/20 | 05/20 | 06/20 | 07/20 | 08/20 | 09/20 | 10/20 | 11/20 | 12/20 | 01/21 | 02/21 | 03/21 |
| 1. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12. |  |  |  |  |  |  |  |  |  |  |  |  |  |

**8. Budget Allocation**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |
|  |  | **Budget Items** (include budget items using the time table above as reference) | **Amount in local currency** | **Amount in Euro** | **Costs covered by other funding sources (in Euro)** | **Amount requested though this call****(in Euro)** |
|  |
|  | **C** | **Project activities** |  |  |  |  |
|  | C1 |  Activity 1 |  |   |   |   |
|  | C1.1 | Subheading activity 1 |  |   |   |  |
|  | C1.2 | Subheading activity 1 |  |   |   |  |
|  | C1.3 | *Add more rows if needed* |   |   |   |  |
|  | C2 | Activity 2 |   |   |   |   |
|  | C2.1 | Subheading activity 2 |  |  |   |  |
|  | C2.2 | Subheading activity 2 |  |   |   |  |
|  | C2.3 | *Add more rows if needed* |   |  |   |  |
|  | C3 | Activity 3 |   |   |   |   |
|  | C3.1 | Subheading activity 3 |  |  |   |  |
|  | C3.2 | Subheading activity 3 |   |  |   |  |
|  | C3.3 | *Add more rows if needed* |   |  |   |  |
|  |  | **Total project activities** |  |  |  |  |

**9. Additional Information**

|  |  |  |
| --- | --- | --- |
| 9.1 Have you previously requested support from the Prince Claus Fund?  |  |  |
| 9.2 1 If yes, was this successful and in which year?  |  |
| 9.3 Are you currently receiving support from other institutions? If yes, which one(s)? |  |
| 9.4 Are you currently requesting support for this project from other institutions? If yes, which one(s)? |  |
| 9.5 Do you have any materials related to the project proposal (like photos or videos)? If yes, please provide links here and attachments to the application |  |
| 9.6 Please list three Referees/References (*persons or organisations that know your organisation or your project and/or have worked with you in the past, that will be able to provide an opinion. Please include an up-to-date email address*) |  |

***When you have completed the application form, please submit it to*** ***acv@princeclausfund.nl***

***You will receive an email confirmation once your application has been received.***

**Outputs** = direct results from the projects as executed and their reach. Outputs are those results which are achieved immediately after implementing an activity.

**Outcomes** = midterm, indirect results from the activities and projects organised or supported by organisations (focus of evaluations). Outcomes can be considered as mid-term results. They are not seen immediately after the end of the project activity. But after some time, when we see some change at the ground level because of the project activity, then it can be termed as an outcome.

Impact = longer term and indirect effects of the outcomes. The organisation works towards this ultimate goal, the dot on the horizon. Impacts are hard to measure since they may or may not happen and can’t always be attributed (exclusively) to a project or organisation if they do. They are what we hope our efforts will accomplish.

**Activities** = what an organisation does to enable the outputs and reach specific targets, e.g. reaching out to and selecting the right people, organisations and collaborating partners, developing relevant content, raising funds etc.

**Objectives** = a specific result that a person or organisation aims to achieve within a time frame and with available resources. Objectives should be as specific possible and easy to measure. Objectives indicate what the aspired end results of activities are. For a good objective you need to be as specific possible about the realistic end result and also clarify how you are going to measure the achievement, and how you recognise success (targets).

**Monitoring** = the focus of monitoring is on the outputs and activities and progress towards objectives and targets. How have the projects been implemented, who has been directly involved, who was reached?

**Evaluation** = the focus of evaluation (after a longer period of time) is on the way in which the outputs have led to the outcomes. Have the expected results been achieved and how? By concentrating on a group of projects (for a specific target group, on a theme or an approach) we can learn by comparing projects.