

## **GRANT GUIDELINES**

### **1. Eligible Candidates**

- Support is only given to individual persons or organisations living, registered and working in Haiti. Individuals applying for the call must be citizens of Haiti.
- International organizations (NGOs) and Governmental organisations operating in Haiti are **NOT** eligible for this grant.

### **2. Eligible Expenses**

- This call only covers project-related expenses, and not running (operating) costs for organisations.

### **3. Place and Duration**

- No support will be provided retroactively, i.e. to projects in implementation or projects already implemented.

### **4. Eligible Applications**

- Previous grantees of the Prince Claus Fund may not apply for a new grant unless the previous project that received funding is finished and closed before the application submission deadline for this call.

### **5. How to Apply**

- Download the concept note form from the Prince Claus Fund website. Along with the completed form, applicants may send links to samples of their work through sites such as YouTube or Vimeo by copying them directly into the application form. Photos and documents can also be attached to the application form.
- All applicants will receive email confirmation once the concept note form has been received by the Prince Claus Fund

### **6. Successful Applicants**

- Successful applicants will be informed once a final decision of supported projects is made.

### **7. Grant Contracts**

- The Prince Claus Fund will draft a contract to be signed by the successful grantees. The contract will include contract start and end dates, grant amount, financial requirements, payment schedule, general provisions, implementation and amendments, required reports, and project results.

## **EVALUATION PROCESS.**

*This Call aims to ensure that projects are selected in a transparent and fair manner, according to clear criteria and a rigorous selection process where due consideration is given to all proposals that meet our eligibility requirements.*

### **Phase 1: Intake**

Final proposals are screened by the Programme Committee of the Prince Claus Fund, together with CHAP Fund representatives, in order to verify whether they fall within the criteria for consideration.

### **Phase 2: Evaluation of Applications by the Programme Committee**

The Programme Committee of the Prince Claus Fund, together with CHAP Fund representatives, evaluate all applications according to the following criteria: Quality, Innovation, Contextual Relevance and Costs.

### **Phase 3: Research and Approval/Rejection**

The proposals will be assessed and opinions are gathered from independent experts. Although applicants may provide references, the Prince Claus Fund always seeks independent and objective opinions for each proposal. Based on the results of this phase, the Programme Committee and the CHAP Fund representatives approve or reject a proposal.

### **Phase 4: Reporting, Evaluation and Communications**

Once approved, the applicant is notified about the amount of financial support. A contract is drafted and signed by both the applicant and the Prince Claus Fund. Timely reporting and communication are preconditions for continued support.

After completion, the project and the degree to which the objectives have been fulfilled are both evaluated and documented.

## **CRITERIA FOR SELECTION OF APPLICATIONS.**

*Project proposals will be assessed based on the criteria below. Please note that projects do not have to meet all the below criteria; however, successful applications would consider and incorporate each criterion within their project and their scope of work.*

1. **Rigorous:** an interesting idea, well thought through and put together, produced and presented
2. **Original:** one of a kind, a new idea/concept/perspective, adventurous, ground breaking
3. **Transformative:** challenging, prompts feelings, thought provoking, promoting different ways of thinking and acting, provokes response
4. **Context-specific:** important to happen or discussed in the local context, enhancement of the context, rethinking history, societal impact (locally or globally)
5. **Inclusive:** (directly or indirectly) linked to the ultimate aim of more inclusive societies, connecting people in ways that resist marginalisation, oppression, division and threat. This could happen at different levels, e.g. through the people involved, audiences, programme and context or organisation.

## About the Prince Claus Fund

The Prince Claus Fund has a track record of 20 years of excellence in supporting cultural and artistic initiatives in the most challenging spaces. We have been a successful actor and liaison in the arts and culture sectors globally, generating possibilities for critical discussion and boosting creative expression. Because of our track record and autonomy, the Fund is seen as a global leader in supporting independent cultural initiatives of the highest quality with a broad social impact. Additionally, our geographical spread has allowed us to accrue an invaluable, extensive network of local contacts – artists, cultural practitioners, institutions and experts.