



ACP-EU Culture Programme - Caribbean

Creative Caribbean – An Ecosystem of “Play” for Growth and Development

Call for CCI Training Grant Applications

Creative Caribbean is a grant facility for the cultural and creative sector in 15 countries in the Caribbean. This regional support programme is part of the ACP-EU Culture Programme financed by the 11th European Development Fund and implemented globally by the Organization of African, Caribbean and Pacific (ACP) States. In the Caribbean region, the project is being implemented by UNESCO Cluster Office for the Caribbean, The University of the West Indies and the CARICOM Secretariat.

This funding will help successful applicants develop projects and initiatives to grow more globally competitive businesses, strengthen the enabling environment that supports the sector in relation to policy, planning, incentives and legislation and facilitate increased training and capacity building. It is anticipated that the funding will enable established creatives to scale their operations and assist export ready creatives to expand into new markets, including strengthening capacity to access and use digital marketing and distribution platforms.

Grant Schemes

Grant applications are invited to develop content, programmes, curricula, training, institutional strengthening, visual literacy, performing arts:



1. Visual Literacy Training, Performing Arts - 5-20 (awards ranging from US\$5000 to a maximum of US\$20,000)

This Scheme seeks to enhance curricula development, increase capacity of training experts and training hubs to boost existing activities in schools and training institutions in visual literacy, the performing and creative arts and related industries.

Eligible activities: Develop visual literacy and performing arts curricula, training programmes, content; support for work placement and exchange programmes, residencies, short term certificate programmes, peer learning and e-learning.

Eligible Entity/Categories of Persons: Secondary/tertiary institutions, Local authorities, Agencies and Departments, National or Regional examining bodies; Registered Organisations, Entities and Individuals (OEl) and those with proven track records in CCI projects.

2. Transversal Capacity Building Workshops: 4 -12 (awards ranging from US\$10,000 to a maximum of US\$30,000)

This Scheme aims to support the CCI ecosystem through cross cutting transversal capacity building workshops to encourage transnational, trans-disciplinary, multi-task, multi-role organisational styles for training across a variety of fields in the cultural and creative industries where skills can be merged for problem solving. Areas of focus may include:

Business and Entrepreneurship Workshops: Developing a business plan, financial management, marketing and branding, innovation, supply chain, legal and regulatory frameworks, and other business support services.

Creative Workshops: Skills related to the creation of artistic and cultural products such as writing, music, dance, theater, film, and visual arts.

Networking and Collaboration Workshops: Developing relationships with other artists, cultural organizations, and industry professionals to facilitate collaborations and partnerships.

Intellectual Property (IP) and Technology Workshops: IP Management, training on how to use technology to create, promote, and distribute creative and cultural products: NFTs, Blockchain, Metaverse (Web 3).

Eligible Entities/Categories of Persons: Secondary/tertiary institutions, Agencies/Departments (quasi-government), Local Authorities. National or Regional examining bodies; Registered



Organisations, Registered Non-Profits, Industry Associations, Organisations, Entities and Individuals (OEI's) and those with proven track records in CCI projects.

Project Duration

Project implementation should not exceed **8** months.

Number of Applications

Applicants are allowed to submit applications for a maximum of **two (2)** schemes under the Training Grant Call.

Ineligible Activities - General Conditions:

- Events of a religious or political nature.
- Projects related to sponsorship.
- Projects to raise funds for the lead partner or co-applicant(s).
- Projects aimed solely at raising the profile of the lead partner or co-applicant(s).
- Actions consisting solely or mainly of financing the participation of individuals in workshops, seminars, conferences and congresses;
- Actions consisting solely or mainly of financing individual scholarships for studies, research or training;
- Actions aimed at raising funds or promoting the visibility of the applicant or his partner / partners;
- Actions constituting discrimination against individuals or groups on the basis of their race, color, sex, language, religion, political or other opinion, national or social origin, fortune, birth or any other status;
- Actions directly or indirectly supporting political parties or actions of a propaganda, proselytizing or pornographic nature or actions contrary to the policies of CARICOM, The UWI, UNESCO, OCAPS and the European Union.



Eligible Applicants - General conditions:

Entities eligible for financial support must meet the following criteria:

- Be a legal person;
- Be established for a minimum of three years or more from the date of application, in one of the 14 CARICOM Member States that are beneficiaries of this project and the Dominican Republic (see Eligible Countries);
- Have directly implemented, during the last three years (2020/2023), at least one project in the cultural and creative sector, for at least 50% of the amount of the grant requested; Project/s implemented must be in the creative and cultural industries and specifically in the area relevant to your grant application.
- Be directly responsible for the preparation and management of the activities being funded.

Eligible Countries

Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago and the Dominican Republic.

Eligible Direct Costs

The grant will cover "eligible costs" only.

Eligible costs are the real costs that the grant beneficiary incurs. Eligible costs must meet the following criteria:

- They are incurred during the duration of the project.
- They are indicated in the estimated overall budget of the project.
- They are incurred by and necessary for the implementation of the action which is the subject of the grant.
- They are identifiable and verifiable and recorded in the accounting systems of the beneficiary.



- They comply with the requirements of applicable tax and social legislation.
- They are reasonable, justified and comply with the principle of sound financial management, in particular regarding economy and efficiency.

Eligible Direct Costs may also include:

- Staff costs linked to implementation of the project, only eligible for grants over 95,000 USD.
- Travel costs for networking meetings, training and peer-to-peer activities, conferences, etc.
- Daily subsistence allowances, within the ceilings set by the European Union.
- Professional fees of experts directly involved in implementing the project.
- The cost of purchasing equipment needed to perform the action (limited to a maximum of 10% of the total project budget).
- The cost of supplies and materials, provided they are identifiable and assigned to the project.
- Costs directly related to project implementation requirements (information dissemination, translation, documentation, printing and distributing leaflets, and other visibility activities etc.).
- Rental of venues and equipment related to the project.

Eligible Indirect costs

Eligible indirect costs are overheads incurred in connection with the beneficiaries' operating and general activities: they are not fully attributed to implementation of the project but are at least partially connected to it (e.g. costs related to infrastructure, legal advice, documentation, IT, office supplies, communication, etc.). These costs are limited up to the maximum of 7% of the total eligible costs.

Ineligible Costs

The following costs are not eligible:

- a) debt and debt service charges (interest); provisions for losses, debts or possible future debts,
- b) costs declared by the beneficiary(ies) in the framework of another action or programme receiving a grant financed from the European Union,
- c) construction, purchase of land or buildings,



- d) foreign exchange conversion losses,
- e) loans to third parties,
- f) contributions in kind (with the exception of voluntary work),
- g) performance bonuses included in staff costs,
- h) purchase of vehicles.

CRITERIA

Organizations, Entity or Individual (OEI) will be assessed on:

Proven track record in cultural policy development, national implementation planning; CCI policy planning related to early childhood, children, adolescents and youth at-risk or vulnerable groups, and women. Proven capacity to meet project objectives, results and activities. Linkages with other industries including education, tourism, heritage management, community development and engagement, environmental sustainability and commerce among other relevant industries.

Criteria for financial support

- Organization, Entity or Individual (OEI) registered within the 15 Caribbean States eligible for this Call (see Eligible Countries), for a minimum of three years or more from the date of application, with CCI as a primary focus.
- Established OEI registered or who is a citizen of eligible CARICOM Member States, with a track record in CCI or other CCI sector-specific linkages.
- Have directly implemented, during the last three years (2020/2023), at least one project in the cultural and creative sector, for at least 50% of the amount of the grant requested; Project/s implemented must be in the creative and cultural industries and specifically in the area relevant to your grant application.



- Proven capacity to be directly responsible for the preparation, administration and management of the activities being funded including financial reporting (budgets, invoices, timesheets etc.).
- Proven capacity to provide a minimum of 15% co-financing **except** for the Creative City Sub-sector Accelerators Grant which requires a minimum of 10% co-financing.

Project Selection Criteria and Weighting:

Evaluation of Applications

Applications will be examined and evaluated by a panel of independent, industry specific expert assessors. All fully completed and submitted applications made to the online application system before the deadline will receive written notification of decisions made about their submission. All applications will be assessed following the steps listed below:

Stage 1 – Eligibility Assessment: This is a simple check to ensure the application meets the eligibility criteria and that all required documents have been completed and submitted. Only complete applications that meet the criteria will move to the next stage.

Stage 2: Shortlisting & Due Diligence: A shortlist will be developed based on the eligibility assessment. However, to better understand the status of the organisation and its operations as well as the viability and sustainability of the proposed project, a due diligence check will be done. Shortlisted applicants will advance to the next stage.

Stage 3: Project Evaluation: An Expert panel will be convened to evaluate the proposals and make recommendations for the award of grants to the Project Steering Committee. The Steering Committee will then select the successful recipient/s.

Stage 4: Contracting: Successful applicants are invited to discuss project milestones, monitoring & evaluation, reporting, grant disbursements, and contracting. Once the contract is signed, fund disbursement and project implementation can begin.



Criteria	Definition	Maximum Weighting
<p>Relevance of project</p> <p>i) Rationale (10pts)</p> <p>ii) Objectives (10pts)</p> <p>iii) Relevance to priorities of call (10pts)</p> <p>iv) Activities & Outputs (10pts)</p>	<p>This criterion assesses both the pertinence of the project to the objectives of the call for proposals as well as the internal consistency and overall logic of the project description (structure and feasibility).</p> <p>Furthermore, this criterion evaluates the organization's ability to strengthen the enabling environment that supports the sector in relation to policy, planning, incentives and legislation and facilitate increased training and capacity building through access to and use of digital, marketing and distribution platforms.</p> <p>Also, the degree of project impact on the target beneficiaries (including vulnerable groups: women, children and youth, minorities, discriminated groups, etc.);</p>	<p>40</p>
<p>Innovation & Originality</p>	<p>This evaluates the ability of the project to transform creative and or original ideas into a useful and impactful product or service</p>	<p>10</p>



Experience of main applicant and partners	This criterion evaluates the capacity of the project lead and partners as well as the technical expertise and experience of members of the project team.	20
Regional collaboration	This evaluates the extent to which the project demonstrates added value in terms of regional cooperation and/or impact in at least 2 countries.	10
Sustainability/ Commercial Viability	<p>This criterion evaluates the ability of the organization to sustain the benefits of the project post Creative Caribbean financing.</p> <p>This includes an assessment of the strategies proposed to ensure project sustainability and/or scaling-up of its impact, the sustainability of the enterprise and perpetuation of the action and/or its impacts.</p>	10
Budget	<p>This criterion evaluates the project budget with particular regard to:</p> <ul style="list-style-type: none">a) activities being adequately set out in the budget;b) the accuracy and consistency of estimated costs;c) estimated costs aligned with the projected outcomes;d) indication of a clear funding strategy setting out evidence of confirmed or potential additional funding sources and co-financing.	10

Additional Considerations for Successful Applicants:



Reporting and M&E: Successful applicants will be supported in developing and strengthening mechanisms for financial and technical reporting as well as Monitoring and Evaluation protocols. They will be expected to provide regular reporting on project status.

Research and Communication: Successful applicants will participate in the global ACP-EU/Caribbean Creative projects via sharing of knowledge and best practices, data and information, and regular stakeholder engagement. They will document and share project processes and outputs, community engagement and other relevant project activities, throughout the life of their project.

GUIDELINES FOR APPLICATION

How to apply and the procedures to follow:

Application forms

Applications must be submitted in **English** in accordance with the guidelines for the Call. Any error or major discrepancy related to the points listed in the instructions for the Call or any major inconsistency in the application (e.g., if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear and thus prevents the grant evaluation committee from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the grant application form and the annexes which need to be filled in (budget and timeline) will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning your project.



How to apply?

Applications must be submitted electronically using the online application form provided.

Applicants can submit questions about the call and application procedure (see Grant Call Timetable below) from the publication date of the call.

Youth (18-34) and women are especially encouraged to apply.

Deadline for submitting applications

This Call will open for applications on **April 6, 2023**. Applications must be submitted via the online application form no later than **May 5, 2023, by 23:59 h/11:59 pm EST**. Any application submitted after the deadline will be rejected.

GRANT CALL TIMETABLE

Activity/Stage	Date
Call for Proposals Opens	April 6, 2023
Request for Clarification Opens	April 6, 2023
Request for Clarification Request Closes	May 5, 2023
Deadline for Submission of Application	May 5, 2023, 11:59 p.m. (EST)

To apply for a Training Grant select the Grant Scheme which you are interested in and complete the application form as well as upload the requisite documents.

With the Financial Contribution of the European Union and the Support of the Organisation of ACP States



