DEFINITIONS OF APPLICATION TERMS:

CREATIVE CARIBBEAN	*Creative Caribbean: An Ecosystem of "Play" for Growth and Development* (called 'Creative Caribbean' for short) is a joint project of the UNESCO Cluster Office for the Caribbean, CARICOM Secretariat and The University of the West Indies that is supported by the Organisation of ACP States and the financial contributions of the European Union. The project aims to foster economic, human and social development of the Caribbean region by stimulating inclusive, diversified and sustainable growth of the cultural economy.
ELIGIBLE COUNTRIES	*Creative Caribbean* is to be implemented in 15 Caribbean States: Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago and the Dominican Republic.
LEGAL STATUS	Whether organization is a NGO/ Non Profit, For-Profit etc.
REGISTRATION NUMBER	The number given to organization at time of registration.

GOVERNANCE & STRUCTURE	Explanation of how the organisation is managed and list the names and positions of key members
VISION & MISSION	The existing vision and mission of your organization.
TRACK RECORD	Summary of the main achievements of the organisation to date and description of major projects undertaken over the past three (3) years.
BACKGROUND & RATIONALE	The story of your proposed project: Why you came up with that idea, How is your project important, What are the issues/needs you intend to use your project to solve/address.
RELEVANCE	How is your project connected to the bigger picture of the *Creative Caribbean* programme? How will it contribute to *Creative Caribbean* fulfilling its goal of an improved Creative Cultural Industry? Tip: Re-read the goal of the Creative Caribbean Project on the webpage first before attempting this section of the application.
GOALS & OBJECTIVES	What do you want your project to achieve? This is the list of the intended achievements of your project.
BENEFICIARIES	Who do you want your project to benefit/ Who do you want to reach with your project? This is the target audience of the project.
INNOVATION	How is your project different from others?

	Your explanation may include description of a new idea or of improvements to an existing project, product or service.
PARTNERSHIPS & REGIONAL COLLABORATION	Who do you intend on working with from the Caribbean? This is a description of how your intended regional partnerships will contribute to the success of your project.
PLANNED ACTIVITIES & EXPECTED OUTPUTS	First state the specific activity that you will undertake in order to fulfill the goals you explained above THEN State the expected measurable outcome of a successful undertaking of the particular activity. Eg: 3 workshops held by December 2022 (you can count how many workshops and by when)
TIMELINE	Statement of activities that will be carried out during the project, the months of implementation and who will be responsible for undertaking these activities.
SUSTAINABILITY PLAN	How will the project be sustained beyond the lifetime of the grant you hope to receive? An explanation of how the project will be funded after the grant money is used up.
CAPACITY BUILDING	How can your organization grow from this project? How the project might help to strengthen the capabilities of the organisation.

MONITORING & EVALUATION	A description of how the effectiveness of the project will be measured and reported on. Eg: there will be feedback surveys completed by participants
RISKS	What is the possibility of something bad happening and how will you prevent it/manage it if it happens?

BUDGET TERMS

PERSONNEL	Persons employed to work on the project. These could be consultants or persons employed to your organization who are assigned to the project.
NON-PERSONNEL	Resources needed for the project that are not Personnel which include but are not limited to materials, equipment, travel etc.
INDIRECT ADMINISTRATIVE COSTS	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.

	PLEASE SEE Grant Call for more information.
CONTINGENCY	
BUDGET JUSTIFICATION	Explanation of why you wrote the amount for each section in the budget.
CO-FINANCING	In addition to the grant award, how will you fund your project? Explanation of the source of AND amount of money you will add to the grant amount to fund your project

CHECKLIST TERMS

DECLARATION FORM	
REGISTRATION DOCUMENTS	Proof of organization's registration provided by the relevant national body/authority.
ORGANIZATION PROFILE	This is a description of the activities, achievements and any other relevant information of the organization over the period of its existence.
RESUMES OF LEAD PARTNERS	This is the outline of the professional background of the individuals leading the project.
FINANCIAL STATEMENTS	These are formal records of the financial activities and position of your organization This

	can be submitted via a bank account statement and or other official accounting document