**Collaboration Projects in Arts and Culture – COLABs**

- Grant Application Form 1 (Project Idea)

The filled in application (in**MS Wordformat file**, not asa PDF)along with a Statement of Partnership signed and stamped by all partners (in the provided format) is to be submitted (uploaded) through our website on the page

[**http://www.balkansartsandculture.fund/submission.html**](http://www.balkansartsandculture.fund/submission.html)

Please direct all questions in regards to this call to[**bac@artanglebalkans.net**](mailto:bac@artanglebalkans.net)

Deadline for submitting of collaboration project ideas is **January 25, 2015, 24:00 CET**(end of the day).

Please note that this application form is to be submitted in **English language**.

#### Section 1: General Information

### Project Title

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### Applicant Organisation/Partner 1

Name of the organisation

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Contact person e-mail

|  |  |  |
| --- | --- | --- |
|  |  |  |

Address

|  |
| --- |
| Street name and No.; City and Postcode; Country |

Web Telephone

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Legal form of applicant organisation Year of establishment

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Area of work, main types of activities(Sample: Visual Arts; Exhibitions, Artist in Residence…) Please do not write a mission statement here.

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### Project Duration

*Note: Maximum project duration which can be funded through thiscall is 24months. Earliest starting date is June 1st, 2015.*

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| Start Date:DD/MM/YYYY | End Date:DD/MM/YYYY | Duration (full months): |

**Project Locations**(list all locations where activities will be implemented)

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| Cities/Municipalities, Countries |

**Field**

*Note: Please check beforehand ‘What BAC does not fund’ in the Call Guidelines. Please mark with [X]only one field. If there is no one dominant field that you can choose, please mark Interdisciplinary.*

[ ] Architecture (including city planning)

[ ] Culture (culturalpolicy, cultural management, art theory, cultural journalism, art criticism)

[ ] Film (documentary, short, experimental, animation)

[ ] Literature

[ ] Media (printed, electronic, digital)

[ ] Performing Arts (music, theatre, dance)

[ ] Visual Arts (including photography, graphic design, performance art, video art, new media, comics etc.)

[ ] Interdisciplinary

**Themes and Approaches**

Please list general themes and dominant approaches/methods of work.***(maximum2of each)***

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### Grant Request and Project Budget

Amount requested as BAC contribution Total project budget (including co-financing)

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| --- | --- | --- |
| € |  | € |

### Project summary

Describe your project: provide a short rationale for the project and how it will address the identified needs; include the project goal and objectives and give a short description of the type of planned activities. ***(maximum 20 lines)***

*Note: Summaries of the pre-selected project ideas will be published on the art∡ngle website thus available for viewing by interested public.*

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### Partner Organisations

Please enter details for partner(s)that are actively involved in the development and implementation of your project.If more fields for partners are needed than provided bellow, please copy and add as much tables as needed.

We are looking for genuine collaboration at all stages of the project. Please do not include as partners service providers and venues which will only host one-off activities.

**Partner 2**

Name of the organisation

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Contact Person e-mail

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Address

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Web Legal form

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Area of work, main types of activities

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**Partner 3**

Name of the organisation

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Contact Person e-mail

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Address

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Web Legal form

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Area of work, main types of activities

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**Partner 4**

Name of the organisation

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Contact Person e-mail

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Address

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Web Legal form

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Area of work, main types of activities

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**Partner 5**

Name of the organisation

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Contact Person e-mail

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Address

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Web Legal form

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Area of work, main types of activities

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**Partner 6**

Name of the organisation

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Contact Person e-mail

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Area of work, main types of activities

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#### Section 2: Project Description

### Rationale

Briefly describe the background and context in which your project will be developed (geographical, cultural, social and political). Why is your project needed or desirable at regional level?

***(maximum 20 lines)***

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### Goal

What is the main goal of your project? ***(maximum 5 lines)***

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### Objectives

What are the specific objectives of your project? ***(maximum 5 objectives)***

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### Activities

The activities should be grouped into Activity Areas (e.g. production, research, education, capacity building, networking, activism, advocacy, public events etc.), including a more detailed description of activities planned under each of the Areas. Please do not organise activity areas geographically, by location or by partner in charge.

Each project is requested to contain public activities (alsoresearch projects should plan for public promotion of the results of the research). Please give a projection of the audience reach.

All projects are encouraged to include capacity building activities (organisational development), advocacy and policy related activities.

Working methods and approaches to be used should be explained.

Manner in which the activities contribute to the achievement of the project objectives should be elaborated. ***(maximum60lines, 1.5 page)***

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### Expected Results

List quantitative and qualitative results and be as specific as possible. ***(maximum 10 lines)***

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### Target Group and Beneficiaries

Describe briefly and concisely your project’s primary target group and why your project is aimed at this target group in particular. Specify the final beneficiaries of the project are and how they will benefit from the activities.***(maximum10 lines)***

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### Partnership and ProjectSet-up

Describe the type of your partnership.

Explain the set-up of your project by providing a description of the specific roles and responsibilities of each of the partners in implementation of the project.

Please also give an account of involvement of externals and their roles in the project.

***(maximum15 lines)***

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#### Section 3: Background Information

### Applicant Organisation

Mission

What is the mission of your organisation? ***(maximum 5 lines)***

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Organisational Set-up

Describe the structure of your organisation.Please include details,such as number of employees and the description of the management structure. ***(maximum 5 lines)***

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Funding

How is your organisation funded, and what was your organisation’s total budget last year (in Euros)?

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#### Section 4: Budget and Financial Plan

In this section, you need to present the budget and the financial plan of your project. The values should be presented **inEUROs only**.

Add as many lines as you need in any section of the budget and the plan.

For easier preparation of the general budget in this form, we provide a separate budgeting support Excel document (available for download from the art∡ngle website). There is no need to send a detailed budget in Excel along with application.

**Budget**

At this point only a more general budget is submitted (for example in the **A. Overheads** section enter just one line forproject team feesand one line for all running costs, and not separate lines for each team member or specific running costs, such as rent, maintenance, bank charges etc.). The pre-selected projects will be assisted in developing detailed budget for which this budget would be the basis: it is therefore important that this budget is based on realistic projections.

In the **B. Activity** sectionof the budget we recommend following the same logic from the Activity section above. Please note that BAC will not fundpurchase of technical equipment (computers, cameras, etc.).Should this be needed, we recommend either renting equipment or finding other ways of funding.

In section **C. Other Expenses** include expenditures such as external evaluation and any other cost that would not fit in the other two sections of the budget.

Please provide the percentages (from the Total Expenses) where it is indicated (%) and observe/do not overstep the maximum recommended ratios (in red;for Overhead costs - subtotal A. - maximum 15% from the Total Expenses).

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| **EXPENSES** | | | |
| **Account number** | **BUDGET LINE** | **EXPENSES**  (in Euros) | **%** |
|  | | | |
| **A** | **Overheads** | | |
| A1 | (enter line title, i.e. A1 Project Team Fees etc.) |  |  |
| A2 | (enter line title, i.e. A2 Running Costs etc.) |  |  |
| A3 |  |  |  |
|  | … |  |  |
| **Subtotal A** | |  | **%** |
| *Maximum 20% Overheads allowed* | | | |
| **B** | **Activities** | | |
| B1 | Activity Area 1 (enter title) |  |  |
| B2 | Activity Area 2 (enter title) |  |  |
| B3 | Activity Area 3 (enter title) |  |  |
| B4 | Activity Area 4 (enter title) |  |  |
| B5 | Activity Area 5 (enter title) |  |  |
|  | … |  |  |
| **Subtotal B** | |  | **%** |
|  | | | |
| **C** | **Other Expenses** | | |
| C1 |  |  |  |
| C2 |  |  |  |
| C3 |  |  |  |
|  | … |  |  |
| **Subtotal C** | |  | **%** |
|  | | | |
| **ABC** | **TOTAL EXPENSES** |  | **100%** |

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| **EXPENSES – PARTNER DISTRIBUTION** | | | |
| **PARTNER ORGANISATION** | **EXPENSES** (account numbers) | **EXPENSES**  (in Euros) | **%** |
|  | | | |
| Applicant organisation / Partner 1 (enter name) | (enter appropriate account numbers # - A1, B2 B3…) |  | % |
| Partner 2 (enter name) | # |  | % |
| Partner 3 (enter name) | # |  | % |
| Partner 4 (enter name) |  |  | % |
| Partner 5 (enter name) |  |  | % |
| Partner 6 (enter name) |  |  | % |
|  | | | |
| **TOTAL EXPENSES** | |  | **100%** |

*The total here should match the total in the table above*

# **Financial Plan**

In the **Donors**section please give a clear list of all funding bodies (aside from BAC) that you have applied to or that have alreadycommitted to fund your project, and the amounts they are asked or have agreed to contribute. Specify whether funding has been requested (or planned to be requested),or secured, by entering X in the appropriate cell.

In the **Project Partner** section please provide information on any possible project partners’ own investment (monetary or in-kind) into the project.

Please indicate which costs would be covered by whom.You can refer to the first column (# Account Number) of the EXPENSES table.

You should also separate monetary/cash contributions from the in-kind support. Please include only in-kind support that can be proved, documented (donation of goods, use of venues, voluntary work that could be supported with contracts, donation letters, worksheets etc.), and do not include in-kind that would be difficult to evaluate (use of office equipment or office furniture etc.).

In the **Total**column present the sum of the monetary and in-kind contribution for each contributor and in the **%** column the percentage from the overall total project value that that contribution represents.

At the bottom rows enter the total monetary and the total in-kind contribution of all, and the percentage from the overall total that those represent.

Please mind the maximum allowed percentages:80% for BAC contribution, and 10% for in-kind.

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| **INCOME** | | | | | | | | | |
| **SOURCE** | | **REQUESTED** | **SECURED** | **EXPENSES**  **TO BE COVERED**  (account number) | **MONETARY**  (in Euros) | **IN-KIND**  (value in Euros) | **TOTAL**  (in Euros) | **%** | |
|  |  |  | | | | | | | |
| **Donor** | | | | | | | | | |
| (enter name) | |  |  | # |  |  |  | | % |
| (enter name) | |  |  | # |  |  |  | | % |
|  | |  |  |  |  |  |  | | % |
|  | |  |  |  |  |  |  | | % |
| … | |  |  |  |  |  |  | | % |
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| **Project Partner** | | | | | | | | | |
| Applicantorganisation/Partner 1 (enter name) | |  | X | # |  |  |  | | % |
| Partner 2 (enter name) | |  | X | # |  |  |  | | % |
| Partner 3 (enter name) | |  | X |  |  |  |  | | % |
| Partner 4 (enter name) | |  | X |  |  |  |  | | % |
| Partner 5 (enter name) | |  | X |  |  |  |  | | % |
| … | |  |  |  |  |  |  | |  |
|  | | | | | | | | | |
| **Balkans Arts and Culture Fund (BAC)** | | **X** |  | # |  | N/A |  | | % |
|  |  | *Maximum 80% BAC allowed*  *The total here should match the totals in the tables above* | | | | | | | |
| **TOTAL INCOME** | | | | |  |  |  | | **100%** |
|  | | | | | **%** | **%** | **100%** | |  |
| *Maximum 10% in-kind allowed* | | | | | | | | | |

### Budget Narrative

Please elaborate here if you have anything to add or explain in regards to the budget and the financial plan (for example the expected decision dates on funding requests submitted to others).

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Submitted by Date

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