

FIRST CALL FOR PROJECT PROPOSALS

Deadline for submissions: Friday, 21 September 2018 at 12:00 (GMT)

Culture at Work Africa is looking to support innovative on-the-ground projects aiming at developing safe and neutral spaces for intercultural dialogue and at promoting active citizenship and intercommunity relations. Projects will seek sustainable outputs and will foster multi-stakeholder national and transregional cooperation, inclusive societies, cultural diversity and equal dignity for all.

The present call for proposals contains **two lots**. Applications may be submitted in one of the following:

- **Lot 1:** Projects aimed at enhancing public or private cultural spaces as “safe places” for intercultural dialogue by stakeholders active in the public sphere (e.g. organisations active in the social, educational or environmental fields, youth and cultural centres, schools, universities, libraries, local authorities, etc.).
- **Lot 2:** Projects aimed at strengthening institutional and professional capacities in intercultural mediation of cultural organisations and operators for social cohesion.

For the two lots, **grants** requested must fall between a **minimum of 20,000.00 EURO** and a **maximum of 60,000.00 EURO**. The indicative amount available for the 2 lots is **1,000,000.00 EURO**.

Culture at Work Africa reserves the right not to award all available funds if submitted applications do not fill the selection criteria. Lead applicants cannot submit more than one application.

For the purpose of this call, applications are eligible when presented by organizations (not-for-profit / profit; public/private) legally registered in one of the following countries: Benin, Burkina Faso, Cameroon, Côte d’Ivoire, Democratic Republic of Congo, Kenya, Mali, Niger, Nigeria, Rwanda, Senegal, Tanzania, Togo, Uganda and Zimbabwe.

Culture at Work Africa is implemented by [Interarts](#)¹; [Arterial Network](#); [Centre for Fine Arts – BOZAR](#); [Culture et Développement](#); [Regional Centre for the Living Arts in Africa – CERAV/Afrique](#); [Culture Fund of Zimbabwe Trust](#); [International Music Council - IMC](#); [Committee on Culture of United Cities and Local Governments - UCLG](#), together with their associated partners [African Centre for Cities and the School of Architecture, Planning and Geomatics at the University of Cape Town](#), the [Economic Community of West African States - ECOWAS](#), and the [Centre for Linguistic and Historical Studies through Oral Tradition - CELHTO](#).

Culture at Work Africa is funded by the European Union within the priority areas for culture in the Global Public Goods and Challenges 2014-2020 programme (DCI)²: intercultural dialogue, cultural diversity and respect for the equal dignity of all individuals, which contributes to the overarching principles of the Agenda 2030 for Sustainable Development such as global citizenship, pluralism and freedom of religion (SDGs 4, 10 and 17³).

¹ For the purpose of this call, Interarts will act as “contracting party”.

² See https://ec.europa.eu/europeaid/sites/devco/files/mip-gpgc-2014-2017-annex_en.pdf

³ See <https://www.un.org/sustainabledevelopment/sustainable-development-goals/>

GUIDELINES

1. Eligibility

1.1. Eligibility of applicants

In order to be eligible, applications must comply with the following conditions:

- Applications must involve at least two partners⁴: one of the partners shall act as lead applicant and the other(s) as co-applicant(s).
- The lead applicant must be an organisation legally registered in one of the 15 eligible countries⁵ and active in the cultural, education and cultural mediation sectors⁶.
- The participation of non-registered organisations as co-applicants, with the exclusion of the lead applicant, can be accepted in duly justified cases and insofar their existence can be proven (e.g. cultural and artistic groups or platforms of professionals having carried out activities).
- The lead applicant must be directly responsible for the preparation and management of the project proposal with its partners and not act as an intermediary.
- Lead applicants must have a valid bank account registered under their legal name.
- Applications must be submitted in English or French.
- Applications must specify, in the Budget Form submitted as part of the full application, that 13% of the grant is for mobility, capacity building and/or networking activities, to cover the costs related to the compulsory attendance, of minimum two representatives of each granted project, to training and peer-to-peer activities organised and coordinated by Culture at Work Africa throughout the project implementation.
- Applications must include, in the Budget Form submitted as part of the full application, the cost of an external audit (expenditure verification) of the project proposal and must forecast a maximum of 5% of the total budget to this end. However, the costs for the external audit cannot be less than 1,500.00 EURO.

1.2. Eligibility of projects

Duration

The project shall take place between **15 November, 2018 and 15 May, 2020**.

The project duration should be a **minimum of 12 months and a maximum of 18 months**.

Type of eligible activities

The following is a non-exhaustive list of activities for which an application may be made. An application will be for a project composed of a set of activities.

For Lot 1:

- Artistic and cultural activities related to intercultural dialogue implemented in the framework of local, national and/or regional public or private cultural spaces, also in a partnership between cultural organisations and other organisations.
- Cultural and artistic activities fostering citizen participation and/or addressing issues of public interest, including awareness-raising activities on issues such as intercultural dialogue, cultural diversity, social inclusion, gender or environmental issues, among others.
- Other forms of collaboration involving cultural actors and other public or private organisations active in the public space, with an innovative approach (e.g. research, methodology, etc.) and a strong potential for social development (e.g. target groups, advocacy, etc.).
- Activities aiming at consolidating “spaces of proximity”⁷, where different groups in need of information, empowerment and identity can gather and be involved in cultural activities that foster mutual understanding and relationships with a sustainable impact.

⁴ Partners can be legally established in the same country. Cooperation between organisations legally established in different countries will be considered an asset.

⁵ Benin, Burkina Faso, Cameroon, Côte d'Ivoire, Democratic Republic of Congo, Kenya, Mali, Niger, Nigeria, Rwanda, Senegal, Tanzania, Togo, Uganda and Zimbabwe.

⁶ The following is a non-exhaustive list of the typologies of eligible organisations: public and/or private cultural institutions, local authorities, artists and cultural operators, networks, community organisations, architects, urban planners and activists, schools, universities, CSOs/associations/networks of ethnic minorities/refugees/migrants and young people/women.

⁷ For the purpose of the present call “spaces of proximity” is understood as a synonym of “community spaces”. i.e. conventional cultural spaces (e.g. museums, art centres, theatres, libraries, cinemas, youth and women local centres, bars, maki and informal cultural spaces, etc.) and innovative cultural spaces (e.g. regenerated factories, or other building and sites, public spaces and community or neighborhood gardens).

- Activities aiming at strengthening and recovering “spaces of proximity”⁸ in urban, peri-urban and rural areas to foster social cohesion.
- Concept and/or development of programming for projects centred on local relevance, local ownership, accessibility, multidisciplinary or provision of “spaces of proximity”⁹.
- Production/dissemination of internet, radio or TV emissions using means such as musical works, drama/theatre, story-telling and/or other creative and artistic expressions.
- Exchange programmes or partnerships between cultural institutions, schools at local, national and regional level, related to intercultural dialogue.
- Participatory planning and joint creative work around freedom of expression and cultural diversity targeting/involving vulnerable groups as well as other local stakeholders.
- Creation of virtual safe public spaces of exchange, community work, and information dissemination in urban, peri-urban and rural areas.
- Participatory development of local strategies for intercultural dialogue, involving cultural stakeholders, citizen groups and local governments.

For Lot 2:

- Activities contributing to the setting-up, improvement or dissemination of emerging and/or consolidated professional organizations or networks in the cultural and artistic sectors, with special regard to cultural mediation and intercultural dialogue and social cohesion through the promotion of cultural diversity.
- Professional capacity-development of urban and cultural stakeholders to engage and sustain intercultural dialogue and include culture in local, national and regional social inclusion and sustainable human development policies.
- Awareness-raising and skills’ development of local governments with regard to both intercultural dialogue and the public value of culture for human development.
- Awareness-raising activities on the importance of intercultural dialogue and culture as drivers for social inclusion and sustainable human development, at all levels of society as well as on existing initiatives and best practices promoting intercultural dialogue, social inclusion, peace-building and reconciliation through culture.
- Awareness-raising activities¹⁰ on the role of culture in local, national or regional development, including public discussions, seminars, workshops and conferences.
- Cooperation, exchange and networking opportunities, at local, national and, in particular, transregional levels and between different types of stakeholders to foster synergies and best practices, peer learning to increase project outcomes beyond their direct beneficiaries.
- Capacity building on co-creation, use of new technologies, etc. in urban, peri-urban and rural areas.
- Training of local governments and other local stakeholders (including mayors, civil servants, youth cultural mediators, etc.).
- Strengthening of local frameworks on cultural governance, including participatory councils involving diverse stakeholders and communities.
- Support to communities or artistic groups/associations active at grassroots level.
- Creation of new formal school programs and extra-curricular/informal initiatives at primary and secondary school levels aimed at advocating the values of inter-cultural dialogue and social cohesion to young audiences.

The following types of projects will not be eligible for funding:

- Events of religious or political character.
- Projects concerned with sponsorships.
- Projects concerned only or mainly with individual scholarships for studies, research or training courses.
- General operational/running costs of applicant organisations (only administrative costs related to the project implementation are eligible).
- Debts and obligations.
- Projects which consist exclusively or primarily in capital expenditure, such as infrastructure, land, equipment.
- Projects intended to raise funds for the applicant or its co-applicant(s).
- Projects intended only to promote the visibility of the applicant or its co-applicant(s).

⁸ See footnote 7.

⁹ See footnote 7. Max 5% of total costs could be devoted to the partial rehabilitation/reconstruction of existing cultural spaces or public spaces, only if linked to the development of the main project.

¹⁰ Ensuring the participation of communities or vulnerable groups in order to promote culture as a sustainability factor for social development.

1.3. Added value

The following criteria do not determine the eligibility of an application but are considered as additional value for the project submitted:

- Transregional cooperation, within the 15 target countries. For the purpose of this call, transregional cooperation is understood as any form of cooperation involving organisations from East, West, South and Central Africa and/or from Anglophone or Francophone countries¹¹.
- Promotion of gender equality and empowerment of women and girls¹².
- Leadership and team composition by young professionals, under age 35.

2. Financial provisions

Grants may amount up to 80% of total eligible costs. In duly and exceptional justified cases the contribution may amount up to 90% of total costs.

2.1 Eligible costs

Only “eligible costs” can be covered by a grant. The categories of eligible and non-eligible costs are indicated below.

Eligible costs are costs actually incurred by the beneficiary of a grant which 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 in connection with the project which is the subject of the grant, and are necessary for its implementation.
- They are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary.
- They comply with the requirements of applicable tax and social legislation.

➤ Eligible direct costs

The eligible direct costs are those which, with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to the implementation of the project, such as:

- Travel and subsistence expenses (for networking meetings, training and peer to peer activities, conferences, etc.) which cannot exceed the EU standards¹³.
- Staff costs related to the project implementation.
- Professional fees for experts involved directly in the implementation of the project.
- Costs of consumables and supplies, provided that they are identifiable and assigned to the project.
- Costs arising directly from requirements linked to the implementation of the project (dissemination of information, translations, documentation, printing and distribution of leaflets, etc.).
- Costs of rental of venues linked to the project.
- Costs for the external audit.

➤ Eligible indirect costs

The eligible indirect costs are related to the functioning and general activities of the grant beneficiaries: they cannot be attributed entirely to the implementation of the project, but are still partially generated by it (e.g. costs connected with infrastructure, legal advice, documentation, IT, office supplies, communications, etc.)¹⁴. These costs are to be funded on a flat rate basis not exceeding 7% of the total direct eligible costs.

¹¹ Organisations from the countries listed in footnote 5. For the subdivisions of the African continent in regions see: https://en.wikipedia.org/wiki/United_Nations_geoscheme_for_Africa. For the Anglophone and Francophone countries, see: https://en.wikipedia.org/wiki/List_of_regions_of_Africa

¹² For “gender equality and empowerment of women and girls” please refer to SDG 5: <https://www.un.org/sustainabledevelopment/gender-equality/>

¹³ https://ec.europa.eu/europeaid/sites/devco/files/perdiems-2017-03-17_en.pdf

¹⁴ <http://ec.europa.eu/europeaid/companion/document.do?nodeNumber=19.3.1.5>

2.2 Ineligible costs

The following costs are not eligible:

- Debts and debt service charges (interests).
- Provisions for losses or potential future liabilities.
- Purchases of land or buildings.
- Purchases of vehicles.
- Office rent, unless the applicant can demonstrate that additional and specific office rental is necessary for the project implementation.
- Currency exchange losses.
- Credits to third parties.

2.3 Co-financing

The co-financing may take the form of the applicant's own resources (self-financing), and/or financial or contributions from third parties (see the conditions of eligible costs in section 2.1 above).

The main applicant, if awarded with a grant, must duly justify and declare all the expenses as well as the funding from Culture at Work Africa and the total co-funding in the final report.

3. Monitoring and support to beneficiaries

The **Culture at Work Africa** Project Steering Committee (PSC) will provide advice to grant beneficiaries on issues such as management, dissemination and networking, in order to ensure the correct implementation of the project.

4. Contract and modalities of payment

The **contracting party** will sign a contract with the grant beneficiary that will include information of the activities to be carried out, the contract value, the modalities of payment and reporting.

Payment modalities¹⁵:

Grants will be paid in 2 instalments:

- a first instalment, 60% of the grant, upon signature of the contract (pre-financing);
- a second instalment, 27% of the grant, at end of the project and upon presentation, and approval, of the reports (balance).

The **Culture at Work Africa** consortium will directly manage 13% of the grant. This percentage will be fully destined towards mobility and capacity building activities, networking events and trainings across Africa and/or other countries, to be attended by minimum two representatives of the beneficiary throughout the project implementation.

Instalments will be paid by bank transfer only to grant beneficiaries' bank account (lead applicant).

5. Reporting¹⁶

The grant beneficiary will submit, in electronic and paper form, a **mid-term technical and financial report(s)**:

- for the first six-month period of the project implementation, for projects with a duration of maximum 12 months;
- for the first nine-month period of the project implementation, for projects with a duration of maximum 18 months.

The technical reports will include, e.g. description of the main activities, target groups reached, results achieved and broader impacts, also in terms of sustainability of the action, current and potential networking partners, attendance to capacity building and other training activities, and samples of communication and

¹⁵ This information is to be considered indicative; the payment conditions will be further specified in the contract with the beneficiaries of the projects.

¹⁶ The detail of the reporting requirements will be included in the contracts. Please note that reports will have to be submitted in English, only (guidelines and templates will be provided for).

dissemination of the project as well as contacts with the EU delegations in the region. The financial reports will include the expenditure verification by an authorised auditor and an updated budget.

The grant beneficiary will submit, in electronic and paper form, a **final report**¹⁷, including:

- A **technical report**, indicating:
 1. Impact of the project on target audiences,
 2. Main activities,
 3. Main results,
 4. Communication and dissemination activities at local, national and regional level, including contacts with the EU delegations,
 5. Main conclusions,
 6. Sustainability of the action.
- A **financial report**, including an expenditure verification by an authorised auditor (all original invoices shall be submitted and revised by the auditors).
- **Annexes**: documents that can support the technical report, such as publications, communication materials, videos, interviews, photos, lists of participants, etc.

The grant beneficiary will be required to upload any communication and dissemination material (press releases, banners, posters, flyers, invitations, photos, videos etc...) on the Culture at Work Africa platform, throughout the implementation of the project.

6. Publicity

Grant beneficiaries must acknowledge the European Union's contribution throughout the project implementation (e.g. press releases, publications, posters, programmes, audio-visual material, website and social media dissemination, etc.).

To this end, the contracting party will provide communication guidelines for the visual identity to the **Culture at Work Africa** grant beneficiaries.

The contracting party reserves the right to use, disclose, reproduce and distribute the content and outcome of the funded projects.

7. Submission of proposals

Applications must be submitted online using the application form.

The application form is online at the following link: <http://www.cultureatworkafrica.net/apply/first-call/application-form/>

Deadline: Applications must be sent online no later than **21 September, 2018, at 12:00 (GMT)**.

Submitted applications shall be written in English or French.

Any question related to the preparation of the application may be sent by e-mail until **23 July, 2018** to the following email address: info@cultureatworkafrica.net. After this date, a FAQ document will be available on the **Culture at Work Africa** website.

8. Evaluation results and selected projects

By **5 November 2018**¹⁸, the results of the evaluation process will be notified via email to all the applicants, and will be published via the **Culture at Work Africa** information channels.

¹⁷ Specific instructions will be delivered to the grant beneficiaries.

¹⁸ This date is indicative.

EVALUATION CRITERIA

Deadline for submissions: Friday, 21 September, 2018 at 12:00 (GMT).

IMPORTANT: Applications will be assessed on a scale from 0 to 100 and will be ranked accordingly to their merit. The threshold is set at 75/100 points.

	Criteria	Definition	Max. Weighting
1.	Relevance of the project	This criterion evaluates the relevance of the project vis-à-vis the objectives of the call for proposals as well as the internal consistency and overall logic of the project description (structure and feasibility). In particular, this criterion also evaluates: a) the target beneficiaries (women, youth, ethnic and religious minorities, rural migrants...); b) the potential for synergies with existing initiatives/organisations; c) the capacity for evaluation and self-assessment; d) a human rights-based approach; e) the innovative component(s); f) the involvement of local independent actors and small community NGOs, groups, etc.; g) the proposed strategies for sustainability and/or scaling up.	30
2.	Quality of the financial offer	This criterion evaluates the project budget, in particular as regards: a) activities appropriately reflected in the budget; b) the accuracy of the estimated costs; c) the feasibility of expected results within the estimated costs. A clear funding strategy with detailed evidence of potential or confirmed complementary (co-financing by applicants) funding sources will be positively assessed.	20
3.	Communication strategy	This criterion evaluates the project communication strategy and its adequacy to address different target groups/audiences, build synergies/networks/collaborations with other projects and operators. It also assesses the awareness-raising capacity of the project.	20
4.	Potential of the project team	This criterion evaluates the quality and the structure of the project team and its partnership. It also considers whether the project has a clear added value as regards: a) transregional cooperation; b) gender-equality and youth approach, in particular in the team composition.	20
5.	Previous experience	This criterion evaluates the expertise of the applicant and partners in the field(s) related to the project in order to ensure the good quality of the outputs.	10