

***NATIONAL ARTS COUNCIL
SEYCHELLES***

***ARTS GRANT
POLICY AND PROCEDURES***

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Vision

To be a credible national platform that upholds and promotes arts to the highest level.

Mission

The Council is the supreme body for coordinating the arts of all levels for all persons in Seychelles with the following functions-

- (a) to organize, develop and promote the arts in Seychelles;
- (b) to encourage the continuous participation in the arts in Seychelles;
- (c) to encourage and foster a spirit of cooperation and the attainment of high standards in the arts;
- (d) to encourage the appreciation and the development of the arts;
- (e) to coordinate calendars and programs proposed by arts associations;
- (f) to encourage and support participation in arts events abroad by persons and associations from Seychelles;
- (g) to encourage and support participation in arts events in Seychelles by persons and association from abroad;
- (h) to enter into and maintain relations with international organizations likely to grant financial, material or technical assistance for the development of the arts in Seychelles;
- (i) to cooperate with international bodies and institute which are specialized in the arts, artistic research, education, or other artistic or related activities; and
- (j) to provide advisory and information services to the Government and district authorities on any matters concerned with the foregoing objects.

Values

- **A respected brand:** We shall have a distinct and respected brand which promotes high level of quality standard for local artistic productions.
- **Professionalism:** Exhibit the highest level of professionalism by being committed to good practices and professional ethics in pursuit of excellence service to the artistic community.
- **Respect:** We shall strive to instill a culture of respect by tolerating each other's differences, and showing consideration for each other's views and extending this to our clients' needs and expectations.
- **Friendly environment:** We shall pursue the best practices to create a friendly environment for them to be proactive, creative and productive and welcome all clients into this friendly environment.
- **Social responsibility:** We aspire to display social responsibility through the artistic productions which we shall support to promote moral values.

1. Introduction

In line with the national agenda and aspiration to spread the opportunity for the enjoyment of the arts, the National Arts Council Grant will only support arts performances / exhibitions with clear projects and quality outcomes.

Projects must fulfil one or more of these criteria in order to qualify for support:

1. Staging a performance/exhibition in non-conventional venues like community center, school, park or any other outdoor spaces etc.
2. Effort to reach out to under-served segments (e.g. people with disabilities, youths at risk, low income group, etc.) by ensuring better accessibility through choice of project venue or content, or involving them in the production or creativity process. Art groups should articulate reasons for targeting specific under-served segments and how this aligns with their objective;
3. Effort to engage audience effectively and improve their understanding of the project by incorporating interpretative or educational components (such as pre/post-shows talks for dance, music and visual arts projects, guided tours, and information kits). These interpretative or educational components should be publicized in the projects' collaterals and marketing materials.
4. Effort for deeper engagement of the community, such as participation of the community in the production or creation process.

Applicants must demonstrate a conscious and genuine effort to reach new audiences of a different age, ethnic, linguistic, cultural background by deploying creative marketing approaches.

2. OBJECTIVES

The National Arts Council Grant provides support to local artists and arts groups in bringing the arts to communities, to engage, inspire and create shared experiences for people to connect with one another.

The Fund is managed by a committee appointed by the National Arts Council comprising of the Director Arts Development (Chairman), Chief Executive Officer, Director Human Resources and Budget Management three other members from a respective Association, and the Chairman of Board of Directors if the request is above SR 25,000.

- (a) Artistic merit of the project;
- (b) Demonstration of good planning and sound budgeting;
- (c) Accessibility of the project to the community

To be eligible for the grant Projects must meet the objectives of the National Arts Council.

Grants requests that are above SR25, 000 will be approved by the Committee comprising of the Chairman Board of Directors.

Associations request for sponsorship will be assessed and evaluated by the

PROJECTS ELIGIBLE FOR SUPPORT

- (a) Music, dance, theatre, musical theatre and multi-disciplinary performances
- (b) Visual arts (including photography) exhibitions
- (c) Literary arts events (e.g. readings, poetry performances)
- (d) Official Overseas mission i.e. Study Tours, and Trainings.

PROJECTS NOT ELIGIBLE FOR SUPPORT

- (a) Projects by arts groups or arts professionals under the sponsorships of Ministry of Education's schools, educational institutions, Local Government or any other government bodies such as CINEA, with the exception of Associations.
- (b) Applicants who has already received a grant from the NAC grant up to SCR 10,000 in a financial year; only 1 grant per artist shall be considered in a financial year, one off cases can be deliberated by the committee in exceptional circumstances.
- (c) Events for the sole purpose of fund-raising, competition, anniversary celebrations (e.g. dinner & dance events);

(d) Political activities for the promotion of a certain political ideology or party.

Application Procedure

Submission of application

(a) Applications must be made on the prescribed application form which can be obtained on our website online and at the NAC Head office, Victoria.

The following information is required to support the application:

1. Summary write-up of the project :-
 - Provide Information on the target audiences, the aims and objectives of the projects.
2. Estimated projected income and expenditure of the project.
 - All potential sources of funding from government and/or other organizations must be included as well.
 - All projected budget should be as realistic and accurate as possible.
 - Funding consideration for application may be affected if the projected budget is not realistic.

The Secretariat may, request for the full script of the production. Note that incomplete applications will not be reviewed by the committee. All completed applications are processed by the Director, Arts Development, and submitted to the review committee.

Applications may be submitted through:

- i. Email to ceo@nacseychelles.sc or dvictor@nacseychelles.sc
- ii. Post to: **Chief Executive Officer, National Arts Council, P.O Box 1383, Victoria, Mahe**
- iii. **Walk in: Mrs. Denise Victor – Director Arts Development.**

Applications will be reviewed by the committee and if:

- i. The application is late; the committee will review it during their next meeting.
- ii. Incomplete: - the artist will have to provide the missing information's, if it remains incomplete, the project will not be considered.

CLOSING DATES

- (a) To be eligible for funding consideration, applications must reach the National Arts Council at least 6 weeks before the commencement of the project.
- (b) Your application will be tabled for discussion depending on when it is received.

OUTCOME

Applicants will be notified of the outcome of their application via letter, followed up by a telephone call.

FROZEN POLICY

The Frozen Policy is introduced as a precautionary measure to hold grantees responsible for the timely completion of projects and submission of project reports.

The grantee will be listed in the NACs Frozen List immediately when the project report becomes overdue. All persons and organizations whose names are entered in the NAC's Frozen List will not be eligible to apply for and receive any grant during the overdue period and the six-month frozen period after the overdue item is completed/ submitted.

GRANT QUANTUM

The nature and scope of the project as well as the availability of funds will determine the grant quantum.

TERMS & CONDITIONS FOR SUCCESSFUL APPLICANTS

The successful applicant must:

- (a) Inform the NAC Committee if there are any changes (title of show, date, venue, etc.) to the project
- (b) Acknowledge support by the NAC - Arts Fund for all the publicity collaterals of the project;
- (c) Submit a hard copy report indicating how the grant was used in the project within 1 month after completion of the project. The report should be certified by the individual or organization's with his/her original signature and dated accordingly.

REVIEW APPLICATION – UNSUCCESSFUL APPLICANTS

The NAC reserves the exclusive discretion to review unsuccessful applications over the decision of the assessment panel by applicants who wishes to appeal.

Review applications to the assessment panels' decision must be made in writing by completing a standard form obtainable from the NAC head office and submitted within 14 calendar days from result notification.

The appeals made by artists must be substantiated based on concrete reasons. The NAC management will consult with the assessment panel, and also in the presence of another independent contractor and come to a final agreement over the outcome / conclusions of the appeal.

All organizations/persons whose name is on the NACs Frozen List may follow the above procedures to submit a review application.

SUPPORT MATERIAL GUIDELINES

Applicants must include examples of work in progress for the assessment committee to review. Work related to the proposed project is usually most effective.

It is essential to include the highest quality samples in order to best represent your proposal and to indicate their relation to the proposed project. The examples submitted should demonstrate the quality of your work and your ability to undertake and complete the proposed project. For collaborative works, please specify your role in the creation or execution of the work.

All support materials must be clearly marked with your name. Your support material will be stored electronically.

Do not submit original artwork. While taking reasonable care, The National Arts Council will not accept responsibility for loss of or damage to any support material. Support Material will not be returned to applicants.

All support material must be submitted in digital format on an electronic storage device (CD/DVD/USB stick).

PRINTED MATERIAL SPECIFICATIONS for items such as written works in progress, synopses, scripts, outlines, treatments, storyboards, musical charts, excerpts from published materials, letters of support, critical reviews of your work, etc. are as follows:

- All materials must be submitted in PDF or word format.

AUDIO/VISUAL MATERIAL SPECIFICATIONS for audio, video, still images and interactive web-based artworks are as follows:

- Each audio or video sample must be presented as an independent track/file that starts at the point at which the applicant would like the assessors to begin reviewing.
- If you wish to have the assessors review different parts of the same work it is your responsibility to provide a file appropriately edited and to ensure that all your recordings function properly.

Video, Audio and image files must be in a common electronic video, audio and image format.

Review, Withdrawal or Withholding of Grant

The National Arts Council - Grants Committee reserves the right to review, or suspend any grant which may be awarded in future should any of the following occur:

- (a) The proposed project which received funding and undergoes a material change without prior written approval from the National Arts Council - Grants Committee. A material change shall include any changes in the content, scale, budget, key artistic personnel, venue, and/or date of project;
- (b) The Grant Recipient is not able to deliver the proposed Project by the proposed date; extension will be granted and project will be closely monitored.
- (c) The Grant is not used for the purpose for which it is awarded;
- (d) Wrong and/or misleading information is provided in the application form, either deliberately or otherwise;

(e) Illegal or negligent acts that occur during any point of the funded project, which will adversely affect the reputation of The NAC - Grants Committee, any government bodies, public institutions, national leaders or your person / organization.

(f) The project and or any activities undertaken in relation to the Project are, in the view of The NAC - Grants Committee, (i) offensive or obscene in nature; (ii) derogatory or defamatory of any third party; or (iii) bring dispute to or prejudice the NAC - Grants Committee in any way whatsoever, or be construed to:

i. advocate or lobby for lifestyles seen as objectionable by the general public;

ii. Denigrate or debase a person, group or class of individuals on the basis of race or religion, or serve to create conflict or misunderstanding in our multicultural and multi-religious society; and/or

iii. Undermine the authority or legitimacy of the government and public institutions, or threaten the nation's security or stability.

iv. The NAC - Grants Committee has the right to amend these terms and conditions at any time. Before any amendment under this clause, the Arts Fund Committee shall notify the Grant Recipient regarding its intention to amend the terms and conditions of the Grant at least fourteen (14) days before any amendment is made.

National Arts Council
Grant Assistance – Application Form

Personal Information

Name: _____ Surname: _____

(Individual, Senior Partner)

Group Name: _____ *(Association, Federations)*

N.I.N: _____ Date of Birth: ____/____/____ Gender M / F

Home Address: _____

Contact Phone(s): _____

Email Address: _____

Nationality: Seychellois or a Resident: _____

Affiliation with Art Associations

Are you a member of any art associations? State: _____

If No, state why: _____

Type of assistance required

What is your contribution to the project?

Recommendations by respective Association(s)

Signature of Chairperson/Member: _____ Date: _____

Recommendations by Art Section – NAC

Signature of Head of Section: _____ Date: _____

Approval/ Rejection/ Comments by Assessment Committee Members

Comments by Chief Executive Officer - NAC

Signature of CEO: _____ Date: _____

Notes:

- Required supporting documents to your application... e.g. **Project outline and budget breakdown (Should be submitted for all requests, without fail) Invitation letter (i.e. Overseas Performance) Proforma invoice, Copy of NIN, Registration Certificate, Copy of bank cards** must be attached.
- Applications without supporting document will **not** be processed
- NAC will assist an artist **ONLY** once a year, depending on the project
- Request for assistance by the same artist for a second time, during the same year that he/she has already been assisted, will only be considered and approved by NAC Board of Directors.
- NAC reserves the right to assist/not assist any request.
- Attached NAC Grant Policy and Procedure, please read through thoroughly before submission of your projects, at Annex 1, overleaf.

I/We certify that I/We agree with all the above conditions, and have read and understood the Grant policy and procedure, before submission of project.

Name: _____ Signature: _____ Date: _____

Annex 2

Artform Grant Application (Arts Development Section - NAC)
Submission of application should be made 6 weeks before commencement of project.

**Application form, Project Proposal, Audio/Visual/Printed Material Submission
Inclusive of budget*



Assessment by committee and Notification of Result



The award is released after signing of agreement



Project Execution

(The NAC arranges Assessor(s) to assess project results)



Project Completion



(Submission of Project Report/Proposals)

Report must be submitted to the NAC within 1 month of project completion

The NAC reserves the exclusive discretion to review unsuccessful grant applications by applicants who wishes to appeal.

Review applications to the assessment panels' decision must be made in writing and submitted within 14 calendar days from result notification.

The NAC will suspend all grants applications made by an artist or organization in the event that they fail to produce the final report within 1 month of completion of project.

Frozen Policy

The artist who has not submitted their reports will be listed in the NACs Frozen List immediately when the project/ project report becomes overdue. All persons and organizations whose names are entered in the NAC's Frozen List will not be eligible to apply for and receive any grant during the overdue period and the six-month frozen period after the overdue item is completed/ submitted.

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i. advocate or lobby for lifestyles seen as objectionable by the general public;

ii. Denigrate or debase a person, group or class of individuals on the basis of race or religion, or serve to create conflict or misunderstanding in our multicultural and multi-religious society; and/or

iii. Undermine the authority or legitimacy of the government and public institutions, or threaten the nation's security or stability.

(g) The NAC - Grants Committee has the right to amend these terms and conditions at any time. Before any amendment under this clause, the Arts Fund Committee shall notify the Grant Recipient regarding its intention to amend the terms and conditions of the Grant at least fourteen (14) days before any amendment is made.

Name: _____ Signature: _____ Date: ____

