

NACC SMALL GRANT



**National Arts & Crafts
Council of Seychelles**

TERMS OF REFERENCE (TOR)

1. Introduction

The National Arts and Crafts Council (NACC) Grant Programme is established to provide financial support for artistic and cultural initiatives that contribute to the development, promotion, and sustainability of the arts and creative industries in Seychelles.

Through this funding mechanism, NACC aims to empower artists, artisans, cultural practitioners, organizations, and institutions by supporting projects that strengthen artistic skills, promote cultural heritage, encourage innovation, and expand public participation in the arts.

The grant programme forms part of NACC's mandate to foster creative excellence, cultural entrepreneurship, and national cultural development.

2. Objectives of the Grant Programme

The NACC Grant Programme aims to:

- Promote the development and sustainability of the arts and crafts sector in Seychelles
- Support artistic innovation, creativity, and professional development
Encourage preservation and transmission of traditional cultural practices
- Strengthen cultural entrepreneurship and creative growth
- Increase national and international visibility of Seychellois artists
- Promote community participation and cultural exchange through the arts

3. Eligible Areas of Funding

NACC provides financial support to projects across the following artistic disciplines:

3.1 Visual Arts

Funding may support:

- Studio arts training (painting, sculpture, printmaking, drawing, mixed media)
- Visual art exhibitions and art shows
- Workshops and professional development training

- Participation in national or international art festivals and exhibitions
- Artist residencies and artistic exchange initiatives

3.2 Performing Arts

Funding may support:

- Productions of dance, musical and theatre
- Workshops in choreography, acting, directing, and stagecraft
- Technical training in stage production and performance management
- Promotion and marketing of productions and performances
- Participation in national or international performing arts festivals

3.3 Crafts

Funding may support:

- Skills transfer programmes between master and emerging artisans
- Craft production training workshops
- Product development and innovation of traditional craft and new initiatives
- Participation in craft exhibitions, fairs, and cultural festivals

Note: Funding does not support infrastructure development or construction projects.

3.4 Digital Arts

Funding may support:

- Training in sound engineering, lighting design, and stage technology
- Digital arts and multimedia production training
- Graphic design and digital content development
- Stage management and event production skills development
- Participation in professional media arts workshops or conventions

3.5 Literature and Creative Writing

Funding may support:

- Creative writing workshops and literary training programmes
- Manuscript development and editing support
- Publication of literary works including books and eBooks
- Book launch events and literary festivals
- Public reading sessions, literary talks, and outreach activities
- Participation in literary conferences, book fairs, and writing residencies

3.6 Culinary Arts

Funding may support initiatives that promote culinary heritage and creative gastronomy, including:

- Culinary competitions
- Culinary training programmes in schools or communities
- Intergenerational culinary knowledge transfer programmes

3.7 Arts and Crafts Equipment Support

Funding may be provided for the purchase or upgrade of essential equipment used in artistic production, such as:

- Musical instruments
- Audio-visual equipment
- Cameras and digital media tools
- Lighting and sound systems
- Visual arts materials and tools

The grant cannot be used for:

- Operational costs (maintenance, repairs, insurance)
- Shipping or freight costs
- Equipment for personal use unrelated to artistic activities
- Expenses incurred prior to grant approval

Clause: Exceptions to Equipment and Album Production Limitation

Notwithstanding the above provision, NACC reserves the right to grant exceptions to the **one-time support rule for equipment and album production** under specific and justified circumstances.

Exceptions may be considered in cases where:

The previously funded equipment has become obsolete, irreparable, or no longer fit for purpose, supported by appropriate technical assessment or documentation;

The application is submitted by a registered group, institution, or collective where the equipment will serve multiple beneficiaries and demonstrate broader community impact;

The proposed project demonstrates significant national, cultural, or economic value that justifies additional support;

There is evidence that the initial support did not achieve its intended outcomes due to circumstances beyond the control of the applicant.

All exception requests must be clearly justified in the application and will be subject to review and approval by the NACC Grants Committee. The decision of the Committee shall be final.

4. Eligibility Criteria

The NACC Grant Programme is open to:

- Seychellois individual artists and cultural practitioners
- Artist collectives and informal groups
- Registered arts organizations and associations
- Schools and educational institutions
- Cultural promoters and event organizers
- Stakeholders collaborating with the National Arts and Crafts Council

Applicants must demonstrate **active engagement in the arts sector** and the capacity to successfully implement the proposed project.

5. Applicant Requirements

Individuals and Small Groups

Applicants must:

- Be Seychellois citizens
- Demonstrate artistic competence and experience
- Provide a portfolio or evidence of previous work
- Be a registered member of the National Arts and Crafts Council
- Demonstrate commitment and motivation in their artistic practice

Organizations and Associations

Applicants must:

- Be legally registered in Seychelles
- Have an established track record of arts and cultural activities
- Demonstrate organizational capacity to manage grant funds
- Comply with national legal and regulatory frameworks

6. Application Requirements

Applicants must submit the following documents:

- Completed NACC Grant Application Form
- Detailed project proposal
- Project budget and financial breakdown
- Curriculum Vitae (CV) of applicant or project coordinator
- Copy of Seychelles ID or passport
- Proof of bank account
- Portfolio or evidence of previous work
- At least one letter of recommendation
- Relevant quotations or invoices where applicable

7. Grant Value

The maximum grant amount is:

SCR 25,000 per project

However, the final amount awarded will depend on:

- Project scope and impact
- Budget justification
- Availability of funds within the NACC grant programme

8. Application Timeline

Applications must be submitted at least three (3) months prior to the proposed project start date.

Applications submitted after the deadline will not be considered.

Grants are awarded within the annual NACC grant cycle.

9. Assessment and Selection Process

Applications will undergo the following process:

1. Administrative Review

Verification of eligibility and completeness of application.

2. Technical Evaluation

Applications will be reviewed by a **committee composed of arts**

professionals and sector experts.

3. Recommendation and approval Stage

The committee will recommend and approve successful projects based on merit.

Applicants will be notified of the outcome via official written communication.

10. Evaluation Criteria

Applications will be assessed based on:

- Artistic quality and originality
- Contribution to the development of the arts sector
- Cultural relevance and community impact
- Feasibility and project planning
- Financial accountability and value for money
- Sustainability and long-term benefits

11. Grant Agreement and Compliance

Successful applicants will be required to:

- Sign a formal Grant Funding Agreement with NACC
- Implement the project according to the approved proposal
- Acknowledge NACC support in all publicity and promotional materials
- Submit a final project report with photographs and supporting documents

Failure to comply may result in repayment of funds or ineligibility for future grants.

12. General Conditions

Applicants should note that:

- All information submitted must be accurate and truthful
- Incomplete applications will not be considered
- NACC reserves the right to request additional information
- Applicants who previously received NACC grants must demonstrate proper utilization and reporting before applying again.

13. Appeals Process

The National Arts and Crafts Council (NACC) is committed to ensuring that the grant selection process is fair, transparent, and accountable. Applicants who believe that their application was not assessed in accordance with the established procedures may submit an appeal.

13.1 Grounds for Appeal

Appeals will only be considered on the basis of procedural irregularities, including but not limited to:

- Failure to follow the established grant assessment procedures
- Conflict of interest not properly declared or managed
- Administrative errors that may have affected the outcome of the application
- Evidence that the application was not assessed against the published criteria

Appeals will not be considered based solely on disagreement with the assessment panel's judgment regarding the artistic merit or ranking of the application.

13.2 Submission of Appeal

Applicants wishing to appeal a grant decision must:

- Submit a **written appeal within fourteen (14) working days** of receiving the notification of the decision
- Clearly state the **grounds for the appeal** and provide any supporting evidence
- Address the appeal to the **Chief Executive Officer of the National Arts and Crafts Council**

Appeals submitted after the specified deadline will **not be considered**.

13.3 Appeals Review Process

Upon receipt of an appeal:

- The Council will acknowledge receipt of the appeal within five (5) working days
- The appeal will be reviewed by an independent appeals panel or senior management authority not involved in the original evaluation process
- The review will focus strictly on whether procedural fairness and compliance with the Terms of Reference were maintained

13.4 Outcome of Appeal

Following the review, the Appeals Panel may:

- Uphold the original decision
- Recommend a reassessment of the application by a different evaluation panel
- Take corrective administrative measures where procedural errors are identified

The decision of the Appeals Panel shall be **final**.

13.5 Notification

Applicants will be notified of the outcome of the appeal **in writing within twenty-one (21) working days** after submission of the appeal.