**Application Reference Number:** ****

**(For Office Use Only)**

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**Sound Connects Fund Application Form**

**Section A: Organization Details**

Please complete the following details

|  |  |
| --- | --- |
| **Total Grant Amount Requested:** | €0.00  |
| **Name of Organisation:** |       |
| **Company Registration Number:** |       |
| **Date of Registration:** |       |
| **Legal Entity:** | [ ]  Other – Please Specify:        |
| **Type of Organisation:** | [ ]  Other – Please Specify:        |
| **Country of Registration:** |   |
| **Organisation Postal Address:** | Number and Street Name:      Town/ City:      Country:      Postal Code:       |
| **Organisation Physical Address:** | Building Name (if applicable):      Number and Street Name:      Town/ City:     Country:      Postal Code:       |
| **Telephone:** | Country Code:       Number:       |
| **Online Platform:****(Including website, blogs, social media that has information about the organisation)** | URL:       |
| **Social Media Links:**  | Music In Africa Profile:       (if you have one)Facebook:      Twitter:      Instagram:      Other:       |
| **Contact Person:** | Name & Surname:      Position in Organization:      Email Address:      Cellphone:       |
| **Organisation Profile:** | Brief Profile (Max 250 words)      |

**Section B: Management**

Please provide details of the Directors, Trustees and/or Board of Members of the organisation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Surname** | **Designation** | **Gender** | **Years in the Organization** |
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**Section C: Project Details**

Please provide details about the project.

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| **Project Name:** |       |
| **Creative Sector:** | Others, please specify:       |
| **Project Duration:** | Project Length:      Start Date:      End Date:       |
| **Project Location/s:** |       *(Country/ies or Virtual Event)*      *(If more than one location)* |
| **Project Area/s of Focus:** | [ ]  1. Professional development for culture and creative sector practitioners in Southern Africa.[ ]  2. Programmes that deliver incubation of talent and services in the performing arts.[ ]  3. Programmes offering more affordable and greater access to professional services and facilities.[ ]  4. Platforms that offer sustainable opportunities for showcasing quality products to wider  audiences, while facilitating the rapid mobility of practitioners and exchange among  practitioners.[ ]  5. Creation of platforms (digital and non-digital) that offer long-term awareness, discovery and  distribution of local products and services.[ ]  6. Export-focused initiatives to support distribution of cultural and creative sector goods and  services from Southern Africa to regional, continental and international markets.[ ]  7. Supporting business start-ups and organisations that are able to develop sustainable services.[ ]  8. Development of cultural and creative education programmes aimed at engaging young people  in the sector.[ ]  9. Research that creates awareness and understanding of creative economy opportunities, impact  and context.[ ]  10. Creation of best-practice-based digital platforms that enable practitioners to learn about  financing mechanisms and innovative technological approaches in the digital age.[ ]  11. Support for creators/artists by providing advice, tools, resources and funding to help them  start their own business. |
| **Project Description:** |  Detailed Project Information *(Max 1200 words)*       |
| **Project Outcomes****(Key activities and impact that will be achieved by the end of the project)** | 1.      2.      3.      4.      5.       |
| **Project Beneficiaries:** | Please elaborate on who will benefit from the project and how they will benefit.      |
| **Impact & Sustainability:** | **Please elaborate on how the proposed project outputs and deliverables will meet any of the following impact & sustainability objectives:**1. Improve the capacity of creative professionals, leaders, and organisations;

      1. Enhance practitioners’ contribution to the social and economic development of the cultural and creative sectors;

     1. Improve access to financing;

     1. Support the creation of high quality content, goods and services;

      1. Increase visibility, exchange and access to key markets.

     1. Foster sustainability in the sector.

      |
| **Implementation Plan** | **Summary of Implementation Plan** *(Max 250 words)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Start Date** | **End Date**  | **Responsible Party** |
|       |       |       |       |
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**Implementation Schedule** |
| **Communications Strategy & Plan****(Including target audiences, platforms and content creation)** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity / Content** | **Start Date** | **End Date** | **Dissemination Platform** |
|       |       |       |       |
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**Summary of Communications Strategy and Plan****Target Audience****Gender / Orientation**[ ]  Male [ ]  Female [ ]  Genderqueer/ Non-binary**Location**[ ]  Urban [ ]  Peri-Urban [ ]  Rural**Age:**[ ]  Below 18 [ ]  18 - 35 [ ]  36 – 50 [ ]  Over 50**Elaborate on communications strategy and plan** *(Max 500 words)***Communications Implementation Schedule**  |
| **Project Audience Reach:****(*Please provide an estimate of potential target groups to be reached by the project)*** | **Number of audiences to be reached through physical events/ direct engagements:**

|  |  |
| --- | --- |
| **Description** | **Numbers** |
| Cultural and creative practitioners(artists, artist managers, sector technicians etc) |       |
| Audiences for cultural and creative events, platforms and showcases |       |

**Number of audiences to be reached through digital / online activities and engagements:**

|  |  |
| --- | --- |
| **Description** | **Numbers** |
| Cultural and creative practitioners(artists, artist managers, sector technicians etc) |       |
| Audiences for cultural and creative events, platforms and showcases |       |

**Online & Social Media Reach**

|  |  |
| --- | --- |
| **Platform** | **Numbers** |
| Website/s (Where related project content is published) | Unique Visits |       |
| YouTube / Streaming Platform  | Content Views |       |
| New Followers / Subscribers |       |
| Facebook | New Followers |       |
| Content Engagements |       |
| Twitter | New Followers |       |
| Content Engagements |       |
| Instagram | New Followers |       |
|  | Content Engagements |       |

**Number of audiences to be reached through traditional and other media.**

|  |  |
| --- | --- |
| **Description** | **Numbers** |
| Print (Newspapers, Magazines, Newsletters, etc) |       |
| Radio |       |
| Television |       |

**Number of audiences to be reached through other media.**

|  |  |
| --- | --- |
| **Description** | **Numbers** |
|       (Please specify) |       |
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**Section D: Budget**

|  |  |
| --- | --- |
| Total budget for the project: | €0.00  |
| Total amount requested: | €0.00 |
| Contributions by other funders (if available): | €0.00 |

\*A detailed budget must accompany this application, using the template provided – Annexure 1 – Budget

**Section E: Monitoring and Evaluation**

|  |  |
| --- | --- |
| Describe the monitoring and evaluation (M&E) resources and capacities that exist or will be put in place to collect and analyse data for the project: | **Monitoring & Evaluation Summary** *(Max 250 words)* |
| Please provide a specific example of how you have used M&E data in the past to adapt and/or improve your programming/activities? | **Monitoring & Evaluation Example** *(Max 250 words)* |

**Section F: Project Team**

Please provide details of the Staff/ Project Team members, including project lead, who will be responsible for the implementation of the project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** | **Designation/ Project Role** | **Gender** | **Email**  |
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**Section G: Previous Grants / Funding Experience**

The applying organisation must have directly implemented at least one project in the cultural and creative sector, for at least 50% of the amount of the grant requested.

|  |  |
| --- | --- |
| **I confirm that the organisation has during the last two years implemented at least one project in the cultural and creative sector, for at least 50% of the amount of the grant requested.** | [ ]  |
| **Project Name:** |       |
| **Duration:** |       |
| **Project Total Budget:** |       |
| **Donor(s) (If applicable):** |       |

**Section H: Supporting Documents Checklist**

Please use x for the checklist. These are **mandatory documents** that must be submitted with your application.

|  |  |  |
| --- | --- | --- |
| 1 | Completed SCF Grant Application Form (provided) | [ ]  |
| 2 | Detailed Project budget breakdown (template provided – Annexure 1 – SCF Budget Template) | [ ]  |
| 3 | Completed Legal Identification Form (template provided – Annexure 2- SCF Legal Identification Form) | [ ]  |
| 4 | Completed Financial Identification Form (template provided – Annexure 3 – SCF Financial Identification Form) - Signed and stamped by the organisation’s bank (clearly stating IBAN, SWIFT Code, Account in good standing, account holder name and rights of use of the account)+Proof of Bank Account (official bank letter) | [ ]  |
| 5 | Completed Declaration of Honour Form (template provided – Annexure 4 – SCF Declaration of Honor Form) | [ ]  |
| 6 | Proof of company/organisation registration  | [ ]  |
| 7 | Tax clearance/accountant letter | [ ]  |
| 8 | Stamped or audited Financial Statements (2019 and 2020)  | [ ]  |
| 9 | Company Profile with HR Structure | [ ]  |
| 10 | Document with examples of a project/s delivered by the organisation in the creative and cultural in the last 2 years. (i.e., project reports, links to project websites, etc.) | [ ]  |
| 11 | Two (2) reference letters from previous funders or clients | [ ]  |
| 12 | Proof of previous grants (such as project reports, award letter, etc) that the applicant has directly implemented, at least one project in the cultural and creative sector, for at least 50% of the amount of the grant requested. | [ ]  |

**Section I: Declaration by the applicant**

The applicant, represented by the undersigned, being the authorised signatory of the applicant, in the present call for proposal, representing any co-applicant(s), affiliated entity(ies) in the proposed project, hereby declares that;

(a) The information given in this application is true and correct; and

(b) The Applicant organisation is eligible for funding

\*Once you have completed this application form, either print and sign and scan

|  |  |
| --- | --- |
| **Name:** |       |
| **Position:** |       |
| **Signature:** |  |
| **Date and Place:** |       |

**Witness 1:**

|  |  |
| --- | --- |
| **Name:** |       |
| **Signature:** |  |
| **Date and Place:** |       |

**Witness 2:**

|  |  |
| --- | --- |
| **Name:** |       |
| **Signature:** |  |
| **Date and Place:** |       |