

N I C H

national institute of culture and history



Cultural Development Fund

Application Package | 2019-2020

About the Cultural Development Fund

What is the Cultural Development Fund?

The Cultural Development Fund is a mechanism developed on the rational provided in the National Cultural Policy 2016 – 2026. It is a technical and financial complement to the ongoing work of individuals and community organizations who are engaged in the work of

- I. safeguarding Belize’s tangible and intangible heritage and
- II. developing Belize’s cultural and creative industries.

The official launching of the fund and its requirements is January 30th 2019 for activities conducted during April 2019 to March 2020.

What is the source of the funds?

The base fund is derived from the consolidated quarterly revenues of the National Institute of Culture and History and additional funding when available. This means the amount of funds available for disbursement can vary depending on the revenues collected in a particular quarter. Revenues are derived primarily from the collections at archaeological sites; however, NICH will seek additional sources of funding in an effort to fund the respective cultural activities. Therefore, the amount available in the fund may vary depending on adverse conditions which can affect overall revenues.

Eligibility

Who can apply for funding?

Individuals who are seeking financial and or technical assistance greater than \$500.00 and are registered with NICH as cultural workers and are listed as any of the following:

- musician
- singer
- researcher
- publisher
- writer
- craft person
- film maker
- designer
- promoter

Organizations that are seeking financial and or technical assistance greater than \$1000.00 and are legally registered and who are also registered with NICH and are listed as a:

- national cultural organization
- community based cultural organization
- art gallery
- community museum
- creative industry association
- recording studio
- film production company
- promotion company

NOTE: Kindly take note that these lists are not exhaustive. Any individual or organization promoting culture through tangible or intangible methods is encouraged to apply.

For what purposes can an application be made?

Priority will be given to the following areas:

- Activities for the safeguarding of Belize's intangible (living heritage) cultural heritage may apply for either technical and or financial assistance. Priority is given to cultural elements that are endangered or at risk of being lost.
- Activities which are geared toward language revitalization and transmission.
- Activities for the teaching and transmission of the creative arts including: visual (painting, sculpting, photography, literary (writing and publishing), performance (dance, drama, music) and audiovisual (film and animation).
- Activities which are geared toward the development and the professionalization of creative artists and cultural workers.
- Activities which focus on capacity-building, education, economic growth and sustainable development in culture and history.
- Activities for the development and professionalization of festivals.
- Activities geared toward research and presentation on areas of study related to Belize's culture and history.

Priority will be given to activities which focus on:

- Dialogue and exchange among various age groups
- Youth participation, and
- Gender equity,
- The engagement of older citizens, and
- Cross-cultural dialogue and collaboration

Funding and Support

What type of assistance is provided?

Individuals and organizations may apply for either **technical** or **financial** assistance or both.

Technical assistance includes requests for NICH to provide training or expert help. *E.g. expert facilitator on dance, or assistance with setting up stage lighting and sound or preparation of a request for international funding.*

Application Period

When to apply?

The following indicates the due dates of proposals for the respective period in which the technical and/or financial assistance is required for fiscal 2019 to 2020.

Cycle I	May 31 st 2019	For technical and/or financial assistance for the period May – September 2019
Cycle II	August 30 th 2019	For technical and/or financial assistance for the period October – December 2019
Cycle III	November 29 th 2019	For technical and/or financial assistance for the period January – March 2020
Cycle IV	February 28 th 2020	For technical and/or financial assistance for the period April – June 2020

Conditions

Submitted proposals must be in accordance with the conditions below:

1. Applying individuals are registered with NICH. (Register at a House of Culture in your district or at the Bliss Center for the Performing Arts in Belize City). (Include a copy of NICH Registration Certificate)
2. Applying Organizations are legally registered and are also registered with NICH. (Register at a House of Culture in your district or at the Bliss Center for the Performing Arts in Belize City). (Include a copy of your company registration and NICH registration certificate.)
3. Being able to demonstrate community need and benefit.
4. Applicant must demonstrate experience in planning and implementing projects.
5. Projects awarded will be monitored by a NICH representative.
6. Funds will be disbursed in phases. The final payment will be given on submission of a report within two months of the completion of the activity.
7. Acknowledgement of the National Institute of Culture and History in marketing and promotion.
8. No more than two proposals can be submitted per year including for technical and financial assistance.
9. Funding awarded in one year does not imply or guarantee funding will be awarded in subsequent years

National Institute of Culture and History Cultural Development Fund Application Form 2019 - 2020

Note: Submission is to be verified and submitted with the approval of the Coordinator of the House of Culture in your District. Submissions from Toledo can be sent directly to bcdf@nichbelize.org.

Section I: Applicant Information

1. Name of Individual or Organization

2. Mailing Address

3. For Organization, please provide the name of your primary contact person.

4. Contact Number

5. Email Address

Section II: Individual/Organizational Profile

6. In the case of an individual, please include a description of the individual's ability to coordinate or carry out proposed activity or program. In the case of an organization, please include a description of the organization's capacity to carry out a proposed activity or program. Also provide information about number of members, expertise, past activities, related activities.

(If extra space is needed, feel free to append additional pages)

Section III: Program/Activity Details

7. Name of proposed program/activity :

8. Name of proposed location:

9. Description of proposed program/activity:

(Please attach information as may be necessary, include information about goals, objectives, target audience, needs being addressed and specific tasks/activities to be undertaken.)

10. Expected Outcomes and Success Indicators:

11. Program/Activity Timeline

(Please attach a timeline for activities/tasks to be undertaken.)

(dd/mm/yy) – (dd/mm/yy)

12. Participants

(Please attach the names of persons involved with the activity and their role. Eg. activity coordinator(s), other partners, and stakeholders/beneficiaries)

Section IV: Budget and Funding

13. Please provide a budget estimate of your proposed project/activity. (Also include other sources of funding and include the financial value of your own in-kind contributions)

14. Type of assistance being requested from the Cultural Development Fund:

Technical Financial Both

Note:

- For technical assistance requests please provide details about the type of technical assistance being required.
- For financial assistance request please provide the monetary amount and details.

PROOF OF CITIZENSHIP (Please provide at least one)

BIRTH CERTIFICATE _____ ID# _____

PASSPORT# _____ DRIVER'S PERMIT# _____

BANKING INFORMATION

ACCOUNT NAME _____

NAME OF BANK _____

BANK ACCOUNT _____

Section V: Data Entry

I hereby confirm that all information given is valid, true and complete.

This information was entered by: Applicant Other

If Other (please provide name) _____

National Institute of Culture and History

The Ministry of Culture

Cultural Workers Register

Instructions: Please complete form in BLOCK letters

PERSONAL INFORMATION

FIRST NAME _____

MIDDLE NAME _____

LAST NAME _____

PROFESSIONAL ARTISTIC NAME _____

DATE OF BIRTH ____/____/____ GENDER: MALE FEMALE

AREA OF WORK (E.X. MUSICIAN; PAINTER, FILM MAKER) _____

ETHNICITY (Optional) _____

CONTACT INFORMATION

ADDRESS _____

ADDRESS 2 _____

CITY/TOWN/VILLAGE _____

COUNTRY _____

MAILING ADDRESS, IF DIFFERENT FROM ABOVE

MAILING ADDRESS1 _____

MAILING ADDRESS 2 _____

MAIL CITY _____

MAIL COUNTRY _____

PHONE _____ MOBILE _____

EMAIL _____ WEBSITE _____

MEMBERSHIP IN ORGANISATION

ARE YOU A CURRENT MEMBER OF ANY ORGANIZATION

IF YES, PLEASE STATE YES NO

NAME OF ORGANISATION	MEMBERSHIP STATUS	YEAR REGISTERED

PROOF OF CITIZENSHIP (Please provide at least one)

BIRTH CERTIFICATE _____ ID# _____

PASSPORT# _____ DRIVER'S PERMIT# _____

BANKING INFORMATION

ACCOUNT NAME _____

NAME OF BANK _____

BANK ACCOUNT _____

DATA ENTRY

I hereby accept that all information given is valid, true and complete.

This information was entered by: Applicant Other

If Other (please provide name) _____

FOR OFFICIAL USE ONLY	
APPLICATION STATUS	APPROVED <input type="checkbox"/> NOT APPROVED <input type="checkbox"/>
DETAILS OF ASSISTANCE	
SIGNATURE	DATE (DD/MM/YYYY)
_____	_____

National Institute of Culture and History

The Ministry of Culture

Organization's Register

Instructions: Please complete form in BLOCK letters

NAME OF ORGANIZATION: _____

MAILING ADDRESS: _____

CITY/TOWN/VILLAGE: _____

COUNTRY: _____

LEADER OF THE ORGANIZATION: _____

TITLE: (E.X. PRESIDENT; CHAIR) _____

CONTACT INFORMATION FOR ORGANIZATION

PHONE NUMBER: _____

EMAIL ADDRESS: _____

WEBSITE: _____

IS THIS A LEGALLY REGISTERED ENTITY? _____

(Please provide a copy of registration document)

NAME OF THE PERSON DOING THE REGISTRATION ON BEHALF OF THE ORGANIZATION:

CONTACT NUMBER: _____

EMAIL ADDRESS: _____

BANKING INFORMATION

(Note: Disbursement will be made to Committee/Organization Accounts for transparency. If an account does not exist in the name of Organization or Committee, an invoice of a product or service utilized for events can be provided.)

ACCOUNT NAME _____

NAME OF BANK _____

BANK ACCOUNT _____

DATA ENTRY

I hereby accept that all information given is valid, true and complete.

This information was entered by: Applicant Other

If Other (please provide name) _____

FOR OFFICIAL USE ONLY	
APPLICATION STATUS	APPROVED <input type="checkbox"/> NOT APPROVED <input type="checkbox"/>
DETAILS OF ASSISTANCE	
SIGNATURE _____	DATE (DD/MM/YYYY) _____