

GUIDE: SAMPLE APPLICATION FORM

Note: To be filled out by all applicants and submitted when the video pitch has been emailed. This is a sample form, and your project is expected to differ in terms of complexity or detail.

SECTION I: APPLICANT INFORMATION

1. Applicant's Name Yara Gomez
Organisation's Name (if applicable) Creative Heritage Belize Collective
2. Address #14 Constellation Boulevard, Belmopan, Cayo District, Belize
3. Contact Number +501 822-0000 / +501 610-1234 4. Email info@creativeheritage.bz
5. What is the name and contact of an alternate person that would be responsible for the project?
Carlos Gomez (Project Co-Director) — Phone: +501 612-5678 | Email: carlos.g@creativeheritage.bz
- 5a. Have you applied previously to the Belize Culture Fund?
☐ Yes ☒ No
- 5b. If yes, please state the project name and if you were awarded funds.

SECTION II: INDIVIDUAL/ORGANISATIONAL PROFILE

6. What previous experience or research have you done to demonstrate your ability to carry out the project?

Over the past 4 years, our collective has successfully executed three community-based heritage projects in the Cayo District including a youth oral history initiative in 2024 and two local craft showcases. Our team includes two master artisans with over 15 years of instructional experience, a lead researcher with a background in cultural documentation, and a dedicated project coordinator who has previously managed grant budgets with full reporting compliance.

SECTION III: PROPOSED PROJECT DETAILS

7. What grant are you applying for? Safeguarding at-risk Living Heritage
8. Name of Proposed Project "Living Traditions: Youth Craft & Oral History Initiative"
9. Description of Proposed Project
(Please attach information as may be necessary, including information about goals, objectives, target audience, needs to be addressed and specific tasks/activities to be undertaken.)
Project Goal: Preserve traditional woodcarving and basket-weaving techniques while documenting the oral histories of elder Belizean artisans before practices disappear.
1. Conduct 10 weekly hands-on weekend workshops for 25 youth apprentices (ages 15-25) led by 4 master artisans.
2. Document and edit 8 short-form video oral history profiles of local artisans
3. Host a public exhibition and video premiere at the local community center
10. What will be your outcomes and success indicators?
25 youth complete the 10 week workshop with an 80%+ attendance rating
8 finalized video profiles published on social media platforms
At least 50 community members attend the exhibition showcase
11. Who will benefit from the project?
25 youth apprentices and 4 senior master artisans.
Local school groups, residents of the Cayo District, and the wider Belizean public
12. What is the timeline for the project?
(Please specify how the different components, activities, and outputs will be completed within the next 6-8 months.)
Month 1: student apprentice recruitment, master artisan contracted, procurement.
Months 3-5: Execution of 10 weekly craft workshops; simultaneous filming of 8 artisan oral history interviews.
Month 6: Final project evaluation, funds reconciliation, hosting of showcase

13. Who will implement the project?

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

Lead Applicant & Project Coordinator; Yara Gomez

Alternate Lead & Logistics Co-Director: Carlos Gomez

Media & Documentation Specialist: Marcus Awe

Partner: Cayo Community Center

Conditions for Selected Projects

Applying and obtaining one of the nine grants under the Belize Culture Fund, binds you to the following conditions

1. Contract Agreement: Project implementer(s) must sign a contract committing to the responsible execution of the project within a timeframe of six to eight months.
2. Co-Funding Requirement: Projects requesting partial funding must provide proof of co-funding and/or external funding sources.
3. Monitoring by NICH: Projects funded will be subject to monitoring by a representative from the National Institute of Culture and History.
4. Acknowledgment of Funding: Projects must acknowledge and mention the funding received from the National Institute of Culture and History in all communication, marketing, promotional activities, and associated products.
5. Non-Guarantee of Subsequent Funding: Funding for selected projects does not imply or guarantee future funding in subsequent cycles.
6. End of Project Report: Awardees are required to submit an End of Project Report, detailing outcomes, achievements, and financial transactions. Receipts and cash vouchers related to the project expenses should also be included.

Grantees must adhere to these conditions to ensure effective project implementation and reporting.



Guide: Sample Budget Proposal

Note: Budgets should never seek to compensate any person or collection of persons organising a project. The culture fund is meant to facilitate projects, and while it is expected that artisans or community knowledge bearers should be reasonably compensated for their time, project applicants should consider their personal involvement voluntary.

Category	Description	Unit/Rate	Total
Honorariums	Master artisan facilitators	4 artisans x 10 workshops @ \$25 per week	\$1,000
-	-	-	-
Materials & Supplies	Raw craft materials (wood, paint, dyes, fibers)	25 students @ \$100 per kit	\$2500
	Workshop hand tools & safety gear	One time purchase for shared equipment	\$500
Event & exhibition	Community venue rental and setup	1 day showcase	\$300
	Event promotion, flyers & refreshments	flat rate	\$650
Proposed budget total			\$4,950
Grant total (\$5,000 for priority grants or \$2,000 for Dynamic Grants)			\$5000
Margin			\$50



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