



Funded by
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EU4Culture

A Practical online course on
successful grant proposal writing

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Disclaimer

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1. INTRODUCTION AND GENERAL INFORMATION

The Czech Centers, as part of the EU-funded EU4Culture project, is organising a practical online course on successful grant proposal writing. It is designed for individuals working in the cultural sector in Armenia, Azerbaijan, Georgia, Republic of Moldova and Ukraine. The course will be interesting for artists and cultural Professionals aiming to broaden their activities, collaborate with national and international partners, and secure financial support for their projects through grants. Participants will gain the fundamental knowledge, as well as practical know-how, for crafting successful grant proposals aiming to enhance the cultural landscape of their respective countries.

1.1 EU4Culture

EU4Culture aims to foster culture as an engine for growth and social development across six countries of the European Union's Eastern Partnership (EaP) region: Armenia, Azerbaijan, Belarus,¹ Georgia, Republic of Moldova and Ukraine. It will help to enhance the role of the cultural sector as a driver of economic development. Thanks to its regional approach, it also promotes intercultural dialogue and knowledge exchange between artists and cultural professionals from these countries.

The project places culture, creative industries and cultural sites at its core, which all carry a great potential for broad and sustainable economic and social development.

1.2 About the online course

The course covers the following topics: types of grants, the significance of grants for the culture and creative sector; grant writing essentials; techniques for finding national and international project partners; budget preparation strategies; legal requirements; effective communication with donors; project narrative and financial reporting.

The course will be offered online on [case media platform](#). A team of Ukrainian experts will provide insights and up-to-date information on the topics. The personal account on the platform allows follow each learning topic including results and other additional materials included in the course.

Additionally, the online course chat will provide the platform for support, experience sharing, networking and establishing collaborations. Following the lectures, participants will have the opportunity to ask questions to the experts and receive clarifications on the course topics.

The online course follows a "pyramid" structure. Each topic is up to **60 minutes** and breaks down into segments. These segments include subtopics covered up to **15 minutes each**. Following the presentation of each learning topic, participants undergo a brief test comprising five questions, with multiple-choice options (a, b, c, and d), to test their understanding of the learned topics.

After successfully completing the online course, participants will receive a course completion certificate.

¹ As of 28 June 2021, Belarus has suspended its participation in the Eastern Partnership.

1.3 What is on the programme?

In the framework of the online course, you will be able to get familiar with the following topics on grant's proposal writing:

- **Topic 1.** Types of grants and their significance
- **Topic 2.** Basics of grant proposal writing
- **Topic 3.** Techniques of looking for international and national partners for your project
- **Topic 4.** Budget preparation strategies
- **Topic 5.** Legal documentation and communication with the donor
- **Topic 6.** Narrative and financial report – grant implementation

1.4 Cultural and creativity sectors or themes

Within the framework of this online course, artists and cultural professionals from the following indicative list of cultural and creative sectors are eligible to apply:

- Advertising and Marketing (PR & communication activities, Advertising)
- Architecture (Architectural activities)
- Creative gaming industry
- Creative or cultural education and/or research, Creative hubs
- Creative or traditional crafts
- Design, e.g. product, graphic and fashion design
- Film and video e.g. movie and video production, TV, radio, broadcasting
- Fine Arts e.g. photography, painting, new media art
- Gastronomy and traditional culinary industry
- IT, Software and computer service creative software development as well as culture and creative computer-based services
- Literature and Publishing (translation and interpretation activities)
- Museums, archives, galleries, and libraries
- Music, performing and visual arts (Sound recording & music publishing activities, cultural education, Performing arts, Artistic creation, Festivals)

2. ELIGIBILITY CRITERIA

2.1 Eligibility of applicants - WHO can participate?

You are eligible to apply, if you are:

- At least 18 years old on the day of the applications deadline **and**
- An artist or cultural professional **and**
- Citizen of Armenia, Azerbaijan, Georgia, Republic of Moldova, or Ukraine **and**
- Have less than three years of experience of working with grants.

2.2 Additional Information

You may only submit one application in response to this open call: if you submit several applications for the same call, only the last submitted application will be considered. Any conflict of interests must be avoided at all times.

3. HOW TO APPLY AND PROCEDURES TO FOLLOW

3.1 Application Procedure

To respond to this Call for Proposals, you must follow following steps:

- Check the thematic compliance of the eligibility criteria;
- Fill in and submit the application form before the deadline.

3.1.1 Filling and Submission of application form

To enroll in the online course, read the terms and conditions and provide information according to the instructions or guiding questions provided in the [application form](#). After submitting the online application, you will receive an automatic confirmation of receipt.

In case of technical problems, please contact vandyuch@czechcentres.cz.

3.1.2 Submission Deadline

The submission deadline is May 16, 2024, 23:59 CET. Applicants are strongly advised not to wait until the last day to submit their application. Applications submitted after the deadline will not be evaluated.

3.1.3 Application Language

The application form must be submitted in English.

Lectures will be conducted in English, however subtitles will be available in Armenian, Azerbaijani, Georgian, Romanian, and Ukrainian languages. Additionally, the online course chat will provide the platform for support, experience sharing, networking, and establishing collaborations. Following the lectures, you will have the opportunity to ask questions to the speaker and receive clarifications on the course topics.

3.1.4 What happens once the application is submitted?

All submitted applications will undergo a standard assessment procedure, which is composed of:

- (1) Formal and eligibility assessment – checking whether the application fulfils the formal eligibility criteria;
- (2) Quality assessment – evaluation of the application’s content;
- (3) Final selection

(1) Formal and eligibility assessment

The formal and eligibility assessment will be performed according to the following criteria:

#	Formal and eligibility criteria
1	The application has been submitted within the deadline.
2	The application is submitted in English.

3	The application fulfils the eligibility criteria.
4	The application form is complete and all requested documents are uploaded

Quality assessment

The applications that pass the formal and eligibility assessment will be further evaluated according to the following selection criteria:

Selection Criteria

Heading
<p>1. Motivation</p> <ul style="list-style-type: none"> ▪ What is the personal and professional motivation of the applicant to participate in the digital online course? ▪ What are the end goal and expected results from participation?
<p>2. Professional relevance</p> <ul style="list-style-type: none"> ▪ How relevant is the participation in the programme for the professional development of the applicant?

3.15 What happens once the application is approved?

If you are selected for the online course:

- You will receive an email with the results of the selection on **23 May 2024**;
- Before 23 May 2024, you can create a personal account on the [CASES](#) platform, admin sends you a notification with the course details and the guidelines for navigation;
- The course starts on **25 May 2024**. You will have one month to study the course, answer short questions and receive the certificate in case of successful completion.

If you are not selected:

- If your application is not selected, you have the option to still create a profile on the Cases Media platform. We will then add you to the waiting list. Following the conclusion of the one-month course, the online course will become available for everyone.

4. TIMETABLE AND IMPLEMENTATION

The indicative time schedule is as follows:

	Date:	Time:
Launch of the open call	25 th of April 2024	09:00 CET

Deadline for submission the applications	16 th of May 2024	23:59 CET
Information to applicants on the results	23 th May 2024	
Launch of the online course	25 th of May 2024	

5. DATA PROTECTION

The reply to any call for applications involves the recording and processing of personal data (such as name, address). Such data will be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data: <https://eur-lex.europa.eu/legal-content/en/TXT/?uri=CELEX:32018R1725>

Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for applications will be processed solely for that purpose by the EU4Culture evaluation team. Details concerning the processing of personal data are available on the privacy statement at: https://ec.europa.eu/info/funding-tenders/rules-public-procurement/data-protection-public-procurement-procedures_en.

6. WHO IMPLEMENTS EU4CULTURE?

The EU-funded “EU4Culture” programme is implemented on behalf of the European Commission by the following cultural institutions of EU Member States: Goethe-Institut e.V. (Lead), Czech Centers, Danish Cultural Institute and Institut Français de Géorgie.

Goethe-Institut e.V. – is the cultural institute of the Federal Republic of Germany with a global reach. Through its 150 branch offices in over 90 countries, it relies on long-standing partnerships with leading politically independent institutions and individuals to drive and support the cultural and creative sectors.

Czech Centers – represent the Czech Republic in a wide range of cultural and social areas: from art and creative industries to the achievements of Czech science and innovations. Czech Centres also provide Czech language courses in foreign countries, participate in international projects, and operate as a platform for the development of international cultural dialogue.

Danish Cultural Institute – is the focal point for the creation of long-term cultural relations. With five institutes, two focus countries and activities in several countries, DCI strives to be close to the world developments, where art, culture and knowledge really do make a difference. The aim of the institute is to encourage international understanding through exchange of cultural values, ideas and experiences.

Institut Français de Géorgie – has been present in Georgia since 2002. The Institut Français de Géorgie has implemented a range of projects in Georgia, which have addressed culture, language learning, education and medical training including in

Abkhazia. It regularly holds the Presidency of the EUNIC Cluster in Georgia and has organised the European Day of Languages in Tbilisi.

7. CONTACT INFORMATION

Please contact the Czech Centers' Educational Coordinator with inquiries about the online course:

Country	Contact Person	Email
Czech Centres 'Educational Coordinator	Kateryna Vandych	vandych@czechcentres.cz

We look forward to receiving your application and wish you success!