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Drama, Diversity and Development project

Street theatre grants - round 2

– Frequently Asked Questions (FAQ) –

The application

1. Who can apply?

This program will be implemented in the Southern Mediterranean Region. Please see a possible indication of some relevant minorities per country in the guidelines.

The lead applicant must be registered as not for profit organisation (arts or minority rights organisation), but we will consider groups of applicants which include for profit organisations (e.g. providing technical support on theatre or project management) as long as it is clear that no profit can be made from this project and this will have to be demonstrated clearly to us at all stages of the project.

Our team must be able to transfer funding to your organisation without constraints. Your organisation must be eligible to legally receive funding from abroad without constraint or requiring the permission of a Ministry or Government body for each grant. Also, you must not be in a group excluded from receiving EU funding.

We will not be able to accept applications from individual artists.

Please look at point 1 of the guidelines for more information.

2. How can I apply?

After reading carefully the guidelines and this FAQ document you must fill in the concept note template provided and send it to applicationsddd@mrgmail.org by May 4th, 2015 21.00 (GMT). On the subject line you should include the following information: concept note, name of your organisation, and country (*E.g. Concept note – Organisation's name – Country*).

Go to the [Street Theatre Grants webpage](#) to download the concept note template and the guidelines.

For more information about budgeting read all questions under this topic on this document.

3. When is the due date to apply and at what time?

You must submit your concept note on **May 4th at 21.00h (London time – UK)**. You should submit it by e-mail to applicationsddd@mrgmail.org and write the following details on the subject line: concept note, organisation's name, and country.

E.g. Concept note – Organisation's name – Country

4. What is the selection process?

The selection committee will meet and only the shortlisted organisations will be asked to write a full proposal with a more detailed project description and budget. The selection committee will meet a second time and select a final list of shortlisted projects. Members of our team will then visit each and every shortlisted applicant to assess their capacity and discuss the project plans face to face. After that, final decisions will be made, and results will be communicated by November 2015.

The process is as follows:

1. Your concept notes are collected
2. The selection committee assesses them (all concept notes will be assessed using a scoring system)
3. Candidates shortlisted will be asked to write a full and detailed proposal
4. The full proposals are collected and the selection committee assesses them

5. If you have been shortlisted you will receive a confirmation letter which indicates the amount offered for the assessment visit and the terms and conditions which you must comply with for this.
6. The DDD team visits your organisation to discuss face to face your project.
7. The selection committee meets and decides the projects funded.
8. Notification of acceptance/rejection of proposals.

5. Can I submit my application in a language other than English?

Yes, we welcome applications in French, Arabic and English.

6. Can I apply for a grant without attaching examples/samples of previous work?

No, because only applicants with previous experience will be considered for these grants.

Read section 3 of the guidelines to know more about what experience do we expect applicants to have.

7. Can I submit more than one project for the same call?

Yes. However, we will only fund one project per organisation.

Eligibility

1. Are the Street Theatre Grants open to organisations from all countries?

No. The Street Theatre Grants are only open to organisations currently based and established in certain countries. Read carefully question 1 in the Guidelines to know more about who can apply.

2. I am registered in a country outside those mentioned in the guidelines but all the activities of my organization take place in these countries. Can I still apply?

We are sorry but we can only accept applications from organisations registered in the countries listed in question 1 in the Guidelines. If after reading this question you still have doubts about your eligibility, please contact us at applicationsddd@mrgmail.org .

3. Do you accept applications from individuals with no institutional backing?

We are sorry but we are not able to accept applications from individuals.

4. I work for a small organisation with short experience but we have a brilliant idea. Can we still apply?

Sure. However, we really encourage you to apply as part of a consortium with another organisation/s with more experience and expertise on the issue you want to work on. This will increase your options to be successful.

Read section 2 of the guidelines to know more about applying jointly.

Budget

1. Do the Street Theatre Grants provide general or core funding (e.g. salaries, rent, etc. not specific to a project) to winner organisations?

Yes, but read carefully point 6 of the guidelines to know more about eligible costs for the Street Theatre Grant.

You can download the guidelines on the [Street Theatre Grants webpage](#).

2. What is the minimum and maximum funding amount?

The Street Theatre Grants could range from €35,000 to €85,000 per application to cover up to 75% of the total budget submitted.

3. Does the Street Theatre Grant offer 100% funding?

No. The Street Theatre Grant will provide most but not all of the funding for this project. All applicants will need to **raise at least 25%** of the overall requested budget.

This funding will need to be **in place before grants are transferred** and before projects start work. The funding can come from any source as long as it is not from the EU. **In kind contributions cannot be counted as match funding**. The project team and DDD's fundraising

team will work with grantees to suggest potential sources of funding and to comment on draft funding applications to support grantees to raise the required match funding.

DDD reserves the right to discuss the budget requested based on its assessment and its experts involved in the selection process.

Match funding

1. What is match funding?

Some donors contribute 100% of the costs of a project. Other donors contribute only part of the total budget and expect other funds to be raised to fill the gap. Sometimes the donor agrees to make their contribution whether or not the total budget is raised. But other donors make it a requirement that the remaining money is raised and spent on the project. This is often known as a match funding requirement. The EU also uses the term co-financing.

For many donors, financial contributions are the only contributions counted as match funding. Donations in kind (i.e. gifts, goods, time,...) are not included as match funding.

Some donors require proof that match funding has been secured and spent throughout the life of a project (e.g. submitted with any reports due). Other donors expect proof that the requirement has been met only at the time a final report is submitted.

2. Who is responsible for match-funding?

Grantees are responsible to raise the 25% of match funding required under this call. DDD's fundraising team will be able to support and guide you to help you have the best chance of having successful applications.

3. What are the ways that I can meet the match funding requirement?

The quickest and easiest way is to allocate some funding that you have already secured to this project. This funding could be either a grant from another donor towards activities that you had been planning to do and that were also included in the project you want us to fund. Or it could be funding for your organization that you had secured to cover office costs, salaries or management costs (i.e. "core" funding). In fact, if you already have funding for any cost that is also included in this project budget, you may be able to use this funding to fulfil the match funding requirement.

While this may not be financially attractive at first glance, it could be better for you in terms of allowing you to start work straight away, managing your organisation's workload and avoiding duplication of the activities you need to implement over a specific timeframe.

You can apply for new funding that includes some of the activities in this project.

In this case, you would aim to raise the 25% match funding by making applications to existing or new donors for part of the project budget. Disadvantages include waiting for donors to respond and the possibility that some or many applications may be unsuccessful or delayed which will mean that you can't start work on your project.

4. What counts as match funding?

- For this project, in kind donations e.g. donations of a venue, printing or time don't count as match funding. You must have actually paid for the cost and be able to show this.
- It must be really clear that **the money has been donated for and spent on the project**. It must be spent on an activity included on that project and must be spent on costs that were included in that project budget – this can include staffing and local office costs.
- It must be spent within the project period.
- You must be able to provide copies (not originals) of the receipts for the spending.
- The money must be included as income and expenditure in your annual accounts (if possible these should have been audited) and must be clearly listed as having been spent on the project.

5. What I need to show you to prove we have secured match funding:

1. If you have secured a project grant from another donor, we will need **a copy of the letter or contract giving you the grant** (which should state the project or work it is being given for).
2. We will also need **a copy of the bank statement** showing the grant being paid into your account.

3. We will need an **official letter** from your organization confirming you are contributing towards the project. The letter should show the stamp of your organization or be on **letter headed paper**, indicate the **name of your organization**, state the **amount of match funding** you are providing and include the **exact title and contract number of the project** you are contributing towards.
4. We will need **copies of the receipts** showing that you have spent the money on the project. This could be a copy of the report to the other donor – provided that you can present this to us on time. If you are including receipts from money spent on match funding in your reports on funding we have transferred to you, please make sure we know this and tell us which reports cover our grant to you and which cover match funding.
5. We will need **a copy of your end of year accounts** (normally these should be independently audited) showing the income and spend on this project from money donated directly to your organisation.

6. What happens if we don't raise the 25% required as match funding?

Although we will assess each application in a case-by-case basis, you should have this 25% required as match funding already in place before starting the project.

About the project

1. How do you define minorities?

Minorities are disadvantaged ethnic, national, religious, linguistic or cultural groups who are smaller in number than the rest of the population and who may wish to maintain and develop their identity.

For more information about this topic check [MRG's website](#).

2. Our project will work with refugees or displaced people. Do you include these in your definition of ethnic, religious or linguistic communities?

Yes, as long as the refugees or displaced people face issues of marginalisation, exclusion or discrimination, projects can focus on them. The project must still be located in and be targeting audiences in one of the 9 project focus countries (e.g. it could not concern refugees from Libya currently in Italy).

3. Our project will work with a group that prefers to consider itself indigenous rather than minority. Will you consider granting to such a project?

Yes, the definitions are blurred and many people consider that most indigenous peoples are also entitled to self define as minority communities if they wish to. As long as the community in question is ethnically, linguistically or religiously distinct from others in their country and experiences marginalisation, exclusion or discrimination, we will consider granting to projects where the community prefers to describe themselves as indigenous.

4. Do we need to decide which minority community the drama will focus on at this stage?

Yes, because you will need to demonstrate that you have strong links with that community and their trust to do the project (see guidelines 3.2).

5. Do we need to decide the issues that the drama will focus on at this stage?

No. We suggest that these decisions are taken once you have selected the actors and directly involving the communities in question.

6. Can we perform a play that has already been written about a minority situation or which is relevant to it?

This is not how we have foreseen this project, as we would prefer a more participatory process with the script emerging from the cast/acting group selected. However, if you can demonstrate that the existing script or play has resulted from a similar process and is highly relevant to the project aims and the minority community and raises issues that are a community priority, then we would still consider supporting the project.

7. There are no professional actors in the community we want to work with. Is it a requirement that we have minority community members in the cast?

Yes, this is a requirement. To do a play about a community without the involvement of that community would perpetuate exclusion. Your project should be able to accommodate working with talented but untrained and inexperienced actors and should train and support them accordingly. You will also need to think about how you can attract and select suitable members of the minority community and make them feel able to participate (e.g. including women as well as men and making them feel safe to go on tours and travel to perform).

8. Should we have a mixed cast or a minority community cast?

You will need to decide this but in most cases, we think that it is more helpful to have a mixed cast. However, it can be very effective if minority community members play the roles of those who discriminate and vice versa.

9. Is there a minimum or maximum number of actors you are expecting?

No, this is up to you and the needs of the situation and of the drama you hope to create. That said, very small cast will be quite limiting, actors may fall sick or otherwise become unavailable and we suggest that you start off by budgeting for more than the minimum number.

10. Do we have to do street theatre or can we use a hired venue?

We expect you to do street theatre. This means that plays should be performed in open spaces. However, we understand that certain circumstances could arise so we will assess each project case by case and will take into consideration all kind of situations.

Also, as part of your performances you can add dance, music, poetry, etc.

11. Can we perform the play to minority audiences as well as majority ones?

The play should be aimed to reach majority community audiences but it could include separate actions to reach the minority community members.

12. Can you link us up with a suitable potential partner in our country?

No. We will assess each application and we will consider all possibilities at the capacity assessment stage. We will not be able to partner you with another organization at an earlier stage of the application process.

13. Does MRG fund the production or scripting of feature film projects?

No. The Street Theatre Grants only fund street theatre projects. However, we will open a call for proposals to make films in the Middle East and North Africa region. This is a separate call for

proposals and funding scheme for which we do not have a date yet. Please check our website for this.