The grant proposal is in French, please use the translated format below. You may fill the questionnaire in English, even if the questions are in French.

Welcome to the website of the Fondation Connaissance et Liberté (FOKAL)
This tutorial will guide you through the grant application process through the online form of FOKAL.
    a. Once on the site, click on the "Grants" tab
    b. Then click on "Art and culture / Call for proposals" in the menu on the top left
Let's begin

Website	Explanation
Art and Culture Grant	*a. Please read carefully the information on the homepage before starting the questionnaire (left column). Be careful, as soon as you start the questionnaire, you will not be able to save it. If you click on "Back" your data will be saved during the current session, so check your information because once you have clicked "Submit" you will not be able to go back and your request will be definitively submitted to FOKAL.*
If you place your cursor over the symbol **?** , Information will be displayed to help you fill the questionnaire	*b. On this grant's page, you will find the selected theme and the underlying values, the excluded proposals, the duration and the place of the project, the list of the complementary documents to be supplied with the request, as well as the deadlines.*
Please read the information below carefully before completing the questionnaire.	*c. Click "Next" to continue. You can always go back by clicking "Back", your data will be saved as long as the session is in progress. But if there is a break or you leave the page, you cannot copy the information.*
ART AND CULTURE FOR SOCIAL CHANGE	
Call for proposal from February 8th to March 8th, 2021	

The Fondation Connaissance et Liberté (FOKAL) supports and accompanies cultural institutions and creators in their work in order to contribute to the development of Haitian literary and artistic production and to promote the vibrant creativity of Haiti in all its forms.

Since 2014, FOKAL modified the treatment and attribution of the Art and culture grant. For the call for proposals, Fokal can only finance projects with amounts of up to USD 10,000.00. For any higher amount will require evidence of co-financing. FOKAL will choose the amount of the grant according to its priorities.

1- Main theme: The general theme that will guide the choice of grants will be "Art and Culture for Social Change". Educational, experimental and inclusive creations and productions or training and / or transmission activities will be favored. By creativity, it will be a question of presenting original and / or experimental activities of quality.

2-Underlying Values. In addition to creativity, the submitted dossier should clearly highlight at least one of these points:

- Commitment: The activities presented in the file must demonstrate a form of social commitment or reflect civic values. This commitment will be reflected in the impact on beneficiaries and the scope

- Inclusion: Inclusion involves the integration of minority or marginalized groups such as the disabled, women, etc. The project must allow for

inclusion by promoting access to culture and art, through the medium chosen, the venue of the event and / or the method of dissemination.

- The possibility of generating revenue is not excluded, but it must be designed in such a way as to ensure the continuity of the action without excluding the participants.

- Transmission and / or preservation: The transmission of knowledge or know-how is strongly encouraged in a formal way (workshops, courses) or informally (recording, conference). Preservation of heritage is also included in this section.

3- FOKAL does not finance:

• Works of fiction whether in the field of literature or audiovisual production. (Clip, novel, poetry, long and short fiction)

• Exclusively commercial activities

• Activities with very high budgets without evidence of co-financing.

• Projects that disseminate sexist, racist, offensive, inciting hatred, violence, or advocate dictatorship.

4-Duration of the project. The activities should start at the latest on August 30th, 2021. A financial and narrative report will have to be submitted at the latest on January 31st , 2022.
5- Location of the project. FOKAL promotes projects in Haiti. It may take into consideration projects that take place abroad if they concern a Haitian creation and / or Haitian partners.
6-Application and submission procedures. The candidate must complete the online form and download the supporting documents listed below.
Supporting documents to be downloaded, up to the maximum size of 3 MB each, to have before completing the application
• CV and copy of the identity document of the contact person
• Letter of interest or confirmation of partners in case of co-financing:
• Estimated budget and detailed financing plan (If the budget is presented in another form)
• The statutes of the organization (if an organization submits the application), tax number (if the organization is registered with the DGI)
• Annexes: synopsis and note of intent in case of film or theatrical creation

• Any other details or details of the project (Financial account or balance sheet of the organization, etc.)

7- Applications by email or submitted to FOKAL will not be accepted

8- Important dates: The opening of the call is Monday, February 8th, 2021. The deadline for online submission is Monday, March 8th, 2021 at 4 pm. After this date, the link for calls for proposals will be disabled. Starting on Wednesday, March 24th, 2021, FOKAL will notify, by email, the responsible (contact person) projects submitted.

Be careful as soon as you start the questionnaire, you will not be able to save it. However, if you click "Back" your data will be saved during the current session. So check your information because once you click on "Submit", you will not be able to go back and your request will be definitively submitted to FOKAL.
You will receive an email, as acknowledgment of receipt with copy of your request and a code representing your submission

Next

1 - IDENTIFICATION

Identification*

○   Association

○   Foundation

○   Business

○   Individual

○   Other Institution

◉   Other

Institution*

[   ]

Website

[   ]

1. Identification

You are now on the first page of the questionnaire.
a. *Fields with a red "*" are mandatory. You will not be able to click on "Next" and change the page if you have not filled in these fields.*
b. *If you hover your cursor over the "?" mark , help will be displayed.*
c. **Identification***: Please select the field that suits you best. Do you submit this application as an association? Business? Foundation? Other Institution? Individual or Other? If you are an unregistered group (with the Ministry of Social Affairs, Culture, Commerce, Town Hall) and do not have a bank account in your name, please fill in "Other" by specifying the name of your group. If you click on "Individual", you will fill out directly Part 2 "Contact Person".*
d. **Institution***: Once you click on the category of your choice, an "Institution" box appears. Please type the name of your institution as it appears in your official documents.*
e. **Website***: if you (as an individual) or your institution have a website, please indicate it in this section, example: http: // www.*

2 – CONTACT PERSON

This person will be the reference of FOKAL for the follow-up of the file. You need a functional email address and reliable contact information

Name*

[ ] [ ] [ ]

Sex*

○ Woman   ○ Man

Date of birth

[ ]

Email*

[ ]

Telephone*

[ ]

Address*

[ ]

3 – Applicant's presentation

Presentation *

[ ]

Previous achievements *

[ ]

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2. Contact person

This person will be the reference of FOKAL for the follow-up of the file. You need a functional email address and reliable contact information.

   a. **Name**: Please put your first name first, then your middle or maiden name if necessary and put your last name in the last box. Ex: Agathe Valsaint Joseph or Mireille Beauzile. They must match your official papers.
   b. **Sex**: Select "Man" or "Woman"
   c. **Date of birth**: Click on the calendar icon and use the arrows to choose your month, year and day of birth.
   d. **Email**: it is IMPERATIVE to correctly note your email because once your request registered the majority of the interactions with FOKAL will be done by email.
   e. **Telephone**: please note a functional phone number
   f. **Address**: Please note a functional address

3. Applicant's presentation

   a. **Presentation**: Present your institution or yourself succinctly. You will be able to download the supporting documents as an appendix. You can write up to 1500 characters (but take in account all spaces and try to limit to 1350 max).

   b. **Previous achievements**: Present 3 achievements maximum corresponding to the field of your request. You can write up to 1500 characters. (but take in account all spaces and try to limit to 1350 max)
   c. Click "Next" to continue. You can always go back by clicking "Back", your data will be saved as long as the session is in progress.

4. The project

Brief description of the project**

Project's Objectives**

Impact of the project **

Beneficiaries: **

Partners**

Places of intervention**

Start of project **

End of project **

Number of phases: **

Description and duration of each phase **

Back   Next

4. The project
You can write up to 1500 characters for each field on this page, except for h, i, j (but take in account all spaces and try to limit to 1300 max).

a. **Brief description of the project***: This is a presentation of the context and justification of the project. Try to answer the following questions: What is this project? Why did you think about it?*

b. **Project's Objectives***: In line with the terms of reference, it is a question of presenting at most three objectives of this project. Try to answer the question: what are the expected outcomes that will result from this project?*

c. **Impact of the project***: This is to see what changes this project can bring to its target population.*

d. **Beneficiaries***: Present the people who will be involved in this project and on whom it will be possible to measure the impact of the project.*

e. **Partners:** *These are the financial partners (mainly in the framework of co-financing) or institutional partners that will help implement the activities. N.B: This field is normally mandatory, but if you do not have any information to enter, you may note N / A (not applicable) in this topic.*

f. **Places of intervention***: The grant mainly concerns Haiti. If it is an activity outside of Haiti, it must concern the Haitian community and / or Haitian nationals.*

g. **Start of project***: Select the date on which your project will start by clicking on the calendar icon. Activities should be initiated no later than August 30th, 2021.*

h. **End of project***: Enter the closing date of your project by clicking on the calendar icon. A financial and narrative report must be submitted by January 31st, 2022.*

i. **Number of phases***: this is to indicate the number of phases that structure your project. These are the major stages of the project.*

j. **Description and duration of each phase***: describe the objective of each phase and its progress; enter the duration of the phases in day / month / year format.*

k. *Click "Next" to continue. You can always go back by clicking "Back", your data will be saved as long as the session is in progress.*

5 – The Budget

You must submit a budget. Please fill this form : budget proposé then upload it.

Upload the budget * [Choose file]

Currency used *

○ Gourdes

○ Dollars USD

Total Expenditures *

[   ]

Total Revenue / Co-Financing *
.
[   ]
.
. Total amount requested from the Foundation *

[   ]
.

Check Order *

[   ]

Is this an initial application for financial assistance to the Foundation? *

○ Oui

○ Non

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5. The budget

The maximum amount allocated in Art and Culture (call for proposals) is $ 10,000 USD. Any budget submitted greater than this amount will have to prove co-financing. FOKAL reserves the right to set the amount awarded to the project according to its priorities. 11 to 15 projects will be selected.

You must submit a budget. Please fill this form : budget proposé then upload it.

Upload the budget * [Choose file]
.

a. *Upload budget*: Be careful, your file can not exceed 3MB. *Currency used*: *please select "Gourdes" or "USD Dollars"*

b. *Total Expenditures*: *Indicate the total amount of estimated expenses by ensuring that this total represents all of the above expense lines.*

c. *Total Revenue / Co-Financing*: *Indicate the total amount of your estimated income or co-financing by ensuring that this total represents all of the above income / co-financing lines.*

d. *Total amount requested from the Foundation*: *Indicate the amount you wish to apply to the foundation.*

e. *Check Order*: *Indicate the exact name for the check order or the name of your bank account if the application is accepted. Do not put sensitive information such as: credit card number, account number.*

f. *Is this an initial application for financial assistance to the Foundation? : please indicate if this is your first grant application or not.*

g. *If this is not your first request, please indicate the year of your last application using the arrow, the subject of the last request.*

h. *Is this an ongoing application, have you made the final report? : Have you received funding from Fokal during this year? Any grant contract signed at Fokal requires a financial and narrative report that closes the file.*

Allocation of the grant, if you get the financial assistance requested, to which budgetary position (s) will you allocate it? *

Additional information
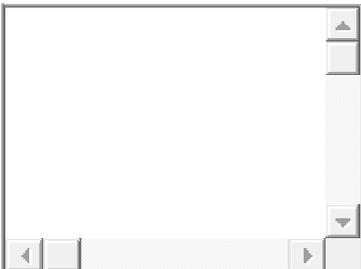
Annexes*

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i. **Is this an initial application for financial assistance to the Foundation**? : please indicate if this is your first grant application or not.
j. If this is not your first request, please indicate the year of your last application using the arrow, the subject of the last request.
k. Is this an ongoing application, have you made the final report? : Have you received funding from Fokal during this year? Any grant contract signed at Fokal requires a financial and narrative report that closes the file.
l. **Allocation of the grant**, if you get the requested grant, to which budgetary line(s) will you allocate it? : Explain, you can write up to 1350 characters.
m. **Additional information**: Add information that would be useful in processing your file. You can write up to 1350 characters.
n. **Annexes**: Upload the following documents: CV and copy of the identity document of the reference person; letter of interest or confirmation from partners in the event of co-financing; the statutes of the organization (if applicable); tax number (if applicable), synopsis and note of intent in case of film or theatrical creation; any other details or details of the project. You are entitled to 3 MB per file (pdf, jpeg, png and dropbox links are preferable). If you want to upload multiple files, do "Ctrl + Alt" and select the files you want to download at the same time; click on "open".
o. Click "Next" to continue. You can always go back by clicking on "Back", your data will be saved as long as the session is in progress.

Fields with a red "*" are mandatory.

Once you submit the application, you will not be able to save it. Before submitting your application, please verify the accuracy of all the information you have entered by clicking on "Back" and then check the box to certify that the information you provided is accurate.

You will receive an email as receipt with a copy of your request and a code representing your submission. The response time varies between 1 and 3 months.

☐ The informations in this grant application submitted to FOKAL are certified correct. *

CAPTCHA CODE

[   ]

Back   **Submit**

Click to certify that the information submitted is correct

Enter the Captcha security verification code and click on "Submit" to finalize your request. Once you click on "Submit", you will not be able to go back and your application will be permanently submitted to FOKAL.
You will receive an email as receipt with a copy of your request and a code representing your submission. The response time varies between 1 and 3 months.

Do not close the window once you click on submit.

Once you click on submit, there will be a percentage showing you the progress of the submission on the lower part of the screen. If the process is interrupted, the questionnaire will show where there is a problem. The window will be circled in red. Please correct the information submitted (usually it is because the space count is too high)

Once you reach 100%, a confirmation message will appear in a green canvas ".Votre demande a été soumise, un email de confirmation vous parviendra sous peu" You will receive as well the complete grant application, via email as well as a confirmation code you should use for future communication with FOKAL.

Thank you for following this tutorial

If you have difficulties, please check the following:

Remember to update your browser (Chrome, internet explorer, Mozilla or Safari).
Did you notice a confirmation message in a green canvas, (at the top of the page) once the form was submitted? if so, please check your SPAM or JUNK mail folder

if not, please check these different points below

1.- Check that each file uploaded to our platform does not exceed three (3) Mb Megabyte

2.- It is possible that a short interruption of your connection could disturb the submission

3.- Although the restriction limit is applicable to a separate file and not all files, if you have multiple files note that the download time will be a little bit higher

4.- After several attempts with the captcha code, please completely close the browser (Chrome or Firefox I advise you both) and restart the browser to try to submit again.

5.- Some unstable connections may hinder the entire process of submitting the request

6.-The filling of the request form has a session, but any session will be closed after a period of inactivity, for example one (1) hour of time

7.- Even if the character limit is 1500, try limiting your text to 1300 characters because the square also counts all spaces.

You can always write us a message on the Contact us page of FOKAL's website