

Ministry of Community Development, Culture and the Arts

APPLICATION GUIDELINES For Applicants

**Community Action for Revival and
Empowerment (CARE)**

Culture and Creative Arts Fund (CCAF)

National Days and Festivals Fund (NDFF)



2016

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APPLICATION GUIDELINES

1.0 Introduction

The Ministry of Community Development, Culture and the Arts (MCDCA) provides grants to Community-based, Faith-based, Cultural and other Non-Governmental Organizations and individuals, in support of projects that contribute to building the community, cultural, religious and creative sectors of Trinidad and Tobago. This is due to the strong conviction and evidence, that not-for-profit organizations and individuals play a key role in the building of resilient communities, and as keepers and propagators of our cultural heritage and art forms.

Grant funding is intended to support the active and innovative involvement of civil society in pursuit of national development goals. It is provided as a stimulus to local and individual initiative and creativity as distinct from public sector efforts. MCDCA grants should therefore not be viewed as a right, entitlement or indefinite source of project funding, but as a fillip to effective civil society action, and an incentive to innovative, independent fund raising and volunteering efforts.

2.0 Funding Types

There are three grant funding windows provided by MCDCA:

- A. The Community Action for Revival Empowerment (CARE) Fund which supports projects designed to build resilient communities, address community problems and challenges, and build community cohesion;
- B. The Culture and Creative Arts (CCAF) Fund which is designed to promote, develop and ensure the continuity of our cultural art forms and expressions through the vehicle of the creative, performing, literary and visual arts, and the preservation of our tangible and intangible heritage and cultural investments; and
- C. The National Days and Festivals (NDFF) Fund which supports projects and events that will facilitate commemorations and celebrations at a national level and in communities, that preserve and promote the cultural traditions and values associated with our national days and festivals.

3.0 Project Eligibility

A. CARE grants are provided to community based groups and organizations for projects in four broad categories: Development Projects, Health and Wellness, Furniture and Equipment and Community Social Engagements. **Priority is given to development projects as these have the greatest potential to contribute to community transformation.** The section below provides a guide to the types of projects which are eligible for funding under the CARE Fund. This is **not** to be taken as an exhaustive list of project types for funding.

CARE Funding Category Descriptions

Development Projects:-

Projects that improve family management practices, parenting skills and relation-building between parents and children; projects that transform the life chances of children and youth such as mentorship and literacy programmes, homework centres, education camps, life skills and self-esteem building, attitudinal change; projects that promote community economic development including, community based employment, skills building and income generation, projects that foster healthy work values and provide career information; initiatives to improve the quality of life of special groups such as elders and persons with disabilities; projects and programmes that reflect innovations in community development; projects and programmes that productively exploit, protect and preserve the community's natural environment; etc.

Health and wellness:-

Health fairs, community-based awareness walks or marathons, exercise programmes for communities, special community-based medical testing.

Furniture and equipment for community activities and projects:-

Music and arts equipment for training children and youth, computers, bookshelves for community libraries, and furniture and equipment at places that serve community needs.

Community activities and social events:-

Community awards functions, Mothers' and Fathers' Day events, community concerts and talent shows.

B. The Culture and Creative Arts Fund (CCAF) will provide funding for projects and initiatives undertaken by arts and cultural organizations and non-governmental organizations, community groups, faith-based organisations, artists and cultural workers, which contribute to festival development and the promotion of local art forms, the development of competencies in the arts, the professional development of artists, heritage development and the development of cultural industries.

C. The National Days and Festivals Fund supports projects and events associated with national days such as Indian Arrival Day, Emancipation Day, Independence Day, and Republic Day; and major religious commemorations including Phagwa, Shouter Baptist Liberation Day, Corpus Christi, Easter, Eid-ul-Fitr, Divali, Ramleela, Hosay and Christmas Day.

CCAF and NDFP Funding Category Descriptions

Capacity Building:-

The support to various projects in the arts and culture at the early stages of development as well as training of budding and other artists to ensure greater skill and professionalism in the art form.

Pioneering initiatives:-

Projects which demonstrate high quality pioneering work, which opens doors for expansion of the art form into new areas and ensures greater respect and knowledge of the art form

New initiatives of established artists/organizations:-

One-off projects of the more established artists and organizations

Supportive/maintenance activities:-

Support for the ongoing promotion and proliferation of various art forms e.g. concerts, steel pan competitions, community cultural and arts events, etc.

Support to artists in crisis

One off support to artists or organizations in crisis situations which directly affect engagement in their craft. This could include, replacement of lost or damaged instruments through fire or theft, etc. This also bears in mind that other government agencies provide various types of supports accessible to artists including temporary monthly allowance, and funding for medical procedures or prostheses.

4.0 Projects Not Supported

A. The CARE Fund will not support projects which fall into the following categories:

1. Requests by or on behalf of individuals
2. Projects of for-profit organizations
3. Sporting events and projects which pursue the development of a particular sporting discipline e.g. coaching clinics, professional leagues/tournaments, addressed by the Ministry of Sport and Youth Affairs
4. Projects under the purview of and directly funded by other Ministries

All projects will be assessed for community impact or the possibility of joint funding with other agencies before a final determination of ineligibility.

B. The Culture and Creative Arts Fund (CCAF) will not support the following projects:

1. Beauty pageants
2. For profit events which do not contribute to the sustainable development of the culture
3. Projects of school administrations (excluding the PTA), ministries and other government agencies
4. Projects of individuals/organizations living or based outside of Trinidad and Tobago
5. Academic scholarships
6. Paid performances by local artistes to be delivered locally or abroad
7. Projects which promote:
 - o Violence
 - o Hatred
 - o Divisiveness

The Ministry will also not support:

- Individuals who or organizations which failed to fulfil the reporting requirements of previous grants, and
- Any activity which breaches the laws of Trinidad and Tobago.

5.0 Who Can Access Funding

Organisations or Individuals must satisfy the following criteria to qualify for assistance:

The organisation or group must:

- (i) Be an organization or group based in Trinidad and Tobago and managed by citizens of Trinidad and Tobago
- (ii) Be a recognized properly constituted organization which requires that it:
 - has a constitution or clear operating rules or guidelines;
 - has a management or executive committee with active executive members;
 - is duly registered with an appropriate recognized authority, e.g.:
 - Companies Act (as a not-for-profit);
 - Community Development Division;
 - National Registry of Artists and Cultural Workers (Artists Registry),
 - NGO Unit of the Ministry of Social Development and Family Services
 - Physical Education and Sport;
 - Gender Affairs Division;
 - Youth Affairs Division;
- (iii) Have been in operation for at least **six (6) months** prior to the date of the funding application, and must provide minutes of meetings to attest to same. ***Consideration may be given to groups which do not meet the 6-month criteria given the capacity and track record of the project execution team and the potential community impact of the project.***
- (iv) Demonstrate sound financial management as evidenced for example, by up-to-date financial records, bank statements, declarations of sources of banked funds. This must include audited financial statements for the preceding year, for grants over \$100,000.00.
- (v) Provide satisfactory evidence of fund-raising and volunteerism including but not limited to:
 - written commitments from/requests to funding sources, quantified in-kind contributions, volunteer lists, where practicable, indicating times and services
 - supplied information on fund raising events.

Grants to **individuals** are **only** provided under the Culture and Creative Arts Fund (CCAF).

Individual applicants to CCAF must provide:

- (i) Evidence of individual fund-raising effort
- (ii) Proof of registration with the Artists Registry **OR if not registered with the Artists Registry:**
- (iii) Proof of Trinidad and Tobago citizenship
- (iv) Proof of residence in Trinidad and Tobago (e.g. rent receipt, recent utility bill, recent pay slip)
- (v) Recommendations from at least three (3) respected practitioners in his/her field.

In respect of overseas travel for Training Programmes Seminars Conferences under the CCAF the following additional criteria will apply:

- (i) *Must present proof of invitation by an external entity as evidenced by an invitation letter, contract*

or equivalent documentation.

- (ii) *Must have earned some degree of recognition in the respective field locally, having performed creditably at public/national events, earned the commendation of professionals in the field, the local media or other interest groups.*
- (iii) *The travel should be seen to pursue and promote national priorities for culture and the arts.*
- (iv) *The country of destination should be one with which cultural exchanges exist or where there is such potential, consistent with the culture and creative arts policy and the foreign policy of Trinidad and Tobago.*

In respect of requests for assistance with short or feature films under the CCAF:

- (i) *Applicants must obtain certification of the work from the Artists Registry in advance of the application.*

6.0 How will Applications Be Assessed

Applications for the award of MCDCA Grants **to organisations and individuals** will be assessed on the basis of their satisfaction of four criteria: *Individual or Organisational Contribution and Community Participation; Organisational Capacity and Track Record; Project Feasibility and Innovativeness and Project Impact.* See the metrics for each criteria for organisation and individual projects at Annex I and II respectively. Each application is judged out of a total score of 50 points. This allows a determination of the grant, based on the quality of the project. The points determine the percentage of the funds requested to be awarded subject to the funding ceiling. Projects which score 14 points and under would be rejected. The applicant would be welcome to address the deficiencies in the project/application, where possible, and re-submit.

The Ministry views collaboration across local organizations as an essential asset to community development. Collaboration across organisations fosters community cohesion and ensures the optimum use of local human and other resources for the greater benefit of the community. In this regard, projects will be eligible for an additional 25% of the recommended grant, if they demonstrate collaboration across community organizations or community organizations and external NGOs. Examples of how the grant is determined are provided at the Annexes.

7.0 How to Apply

- i. Applicants must submit applications using the prescribed application forms **only**. These will be available at all Community Development District Offices, the Division of Culture, the Central Grants Secretariat and on the Ministry's website.
- ii. All applications **must be** submitted to the Community Development District Office for the District in which the project is being implemented or in the case of multi-site project, the District in which the group is headquartered. Applications from national organisations/associations must be submitted to the Central Grants Secretariat. Office locations are provided below.
- iii. Relevant correspondence must be addressed to the Permanent Secretary, Ministry of Community

Development Culture and the Arts, Attention: Central Grants Committee.

- iv. Applications must be submitted at least two months prior to the commencement of a project or event.
- v. Requests received after the date of the event will not be entertained.
- vi. Umbrella organizations which seek funding for activities to be implemented by multiple satellite groups must provide a listing of **ALL** the entities which fall under their ambit.
- vii. Groups may seek the assistance of the Community Development Division in completing the application form if necessary.
- viii. Applicants must ensure that applications are filled out in entirety, that they address all requirements and provide all required accompanying information based on the type of grant, including:
 - a. Quotations for services, goods and materials required as necessary;
 - b. Evidence of:
 - funds raised, sources of funding and quantified in-kind contributions;
 - intended use of all funds raised;
 - c. Confirmation of the group's registration status (e.g. registration certificate where available);
 - d. Verification of individual's or organization's bank account number, and correct spelling of the name of organization or supplier to which the cheque should be prepared
 - e. Volunteer lists with services indicated
 - f. The name and copy of photo identification of persons authorized to collect cheques on behalf of the group;
 - g. Proof of citizenship and residence as in the case of individual applications under CCAF;
 - h. Recommendations from practitioners in the relevant field.
- ix. All applicants will receive official acknowledgement of their applications from the relevant Offices on a standard receipt format **after all requirements are met.**
- x. All applications will be evaluated by the Central Grants Committee
- xi. Recommended applications will be forwarded to the Permanent Secretary for approval after consultation with the relevant line Minister.
- xii. The Central Grants Secretariat will notify the Corporate Communications Unit, the District Supervisors and applicants of the outcome of the approval process.
- xiii. Approved projects will be forwarded to the Accounts Department for processing of cheques
- xiv. Cheques will be prepared in the name of the organization or supplier. Cheques for organization/group initiatives shall **not** be made out to individuals.

7.1 Requirements of the Grant

Applicants will be required to:

- i. Give public acknowledgement of receipt of funding by the Ministry of Community Development Culture and the Arts for the project/event.
- ii. Complete a Project Completion Report (PCR) **and provide a statement of expenditure on the event in question, within three (3) months of the completion of the event. In the case of grants in excess of**

\$100,000 audited financial statements must be provided.

- iii. Note that the submission of the Project Completion Reports and expenditure statements will be considered in respect of requests for subsequent funding.
- iv. Provide documentary evidence such as newspaper clippings, photographs and/or informal video clips must be submitted along with the PCR as evidence of the hosting of the project of event. *The Ministry reserves the right to utilize these items in its promotional material.*

8.0 Ethical Considerations

Applicants are expected to act in good faith and be guided by principles of honesty, accountability and transparency in interacting with the Ministry. The Ministry of Community Development Culture and the Arts reserves the right to take such action as it sees fit against applicants for fraudulent or mal practices in the application of the funds received.

As an example, groups which have failed to utilize grant funding for the intended purpose or have utilized items purchased with the grant contrary to the stated use and for community benefit, will not be eligible for future funding for a minimum period of two years or such other longer period determined by the Ministry based on the magnitude of the discrepancy.

9.0 Submission of Applications

All applications from individuals and organizations must be submitted through the Community Development District Offices at the following locations:

Caroni

Warrenville Regional Complex
LP#27 Munroe/Warren Road
Warrenville, Cunupia
Tel: 693--0928
Fax: 693-0928

Nariva/Mayaro

Ramsumair Building
Lot 11, High Street,
Naparima/Mayaro Rd., Rio Claro
Tel: 644-0849
Fax: 644-0849

St. Andrew/St David

358 Brierly Street
Sangre Grande
Tel: 668-2538
Fax: 668-2538

St George (East)

Tunapuna Administrative Complex
EMR and Centenary Street,
Tunapauna
Tel: 662-4241
Fax: 622-0621

St. George (West)

Jobco Building
51-55 Frederick
Port of Spain
Tel: 623-6929
Fax: 625-7134

Victoria (East)

Marlson Building
High Street
Princes Town
Tel/Fax: 652-5203

St. Patrick (East)

Siparia Administrative Complex
Cor Allies and High Street, Siparia
Tel: 649-2473; 649-1658
Fax: 649-2473

Victoria (West)

Mon Repos Regional Complex
Tyler Smith Street
Mon Repos, San Fernando
Tel/Fax: 657-7075

St. Patrick (West)

20 Agard Road
Point Fortin
Tel: 648-4966
Fax: 648-4966

For applications from National Organisations/Associations

The Central Grants Secretariat
Ministry of Community Development Culture and the Arts
Level 18, Nicholas Tower
63-65 Independence Square
Port of Spain

Assessment Criteria and Scores for Projects by Organisations

Criteria	Description/Metrics	Maximum Score
Organisational contribution and community participation:-	a. The organization has demonstrated an ability to invest in this project as well as to leverage financial contributions/ sponsorship from non-government sources.	3
	b. The project actively engages the target population in both project design and implementation.	3
	c. The applicant engages /collaborates with other community interests in the implementation of the initiative.	4
		(10)
Organisational capacity and track record:-	a. The project is implemented by persons with the capacity to carry out the initiative.	4
	b. The organisation has a good track record of experience to carry out the initiative.	3
	c. The organisation has demonstrated fidelity, transparency and good ethical standards in past initiatives.	3
		(10)
Project feasibility and innovativeness:-	a. The project is logical, that is, objectives and proposed outcomes are consistent with proposed activities.	4
	b. The plan of action/objectives are clear and achievable, having regard to the activities, time frame and human resources.	2
	c. The budget reveals a cost efficient approach / cost-are realistic.	3
	d. Uses a progressive, sustainable, innovative approach to development, interventions or cohesion/patriotism building.	4
	e. A realistic monitoring and evaluation plan including indicators of the success of the initiative, is provided.	2
		(15)
Project impact:-	The likely contribution of the project or intervention to:	5
	a. a specific developmental problem or need in the community. <i>e.g. family functioning, care & protection of vulnerable groups, crime prevention, education & literacy, life skills, poverty alleviation, environmental degradation, community fragmentation and other issues such as domestic violence;</i>	
	b. enhancing the cultural and creative sector e.g. training and development of budding artists, professional development of artist, contribution to tourism including national tourism, heritage preservation and promotion, contribution to trade;	
	c. contribution to civic pride, national consciousness and awareness and the celebration of diversity. As well as:	3
	d. Builds organisational/resident capacity to intervene to improve community outcomes.	
	e. Reaches significant number of direct beneficiaries within the community associated with the type of project.	3
f. Contributes to community spirit, cohesion, and civic-mindedness.	4	
		(15)
		50

<i>Funding rubric to determine the quantum of funding recommended</i>	
<i>Total Score</i>	<i>% of the maximum possible funding Consideration</i>
46 - 50	100%
40 - 45	85%
36 - 40	75%
30 - 35	65%
25 - 29	55%
20 - 24	45%
15 - 19	35%
14 and under	Not funded

Example 1:

As a social event, an awards function for elders will attract **up to** a maximum of 50% of the funds requested. If the total estimate for the event was \$10,000, MCDCA **could consider funding up to** a total of \$5000. If however the proposal scores between 15-19 points as per assessment criteria at **Table 2**, then the group could be considered for 35% of \$5000, which is \$1750. However, if the proposal scored 40-45 points, the group could be considered for 85% of \$5000 which is \$4250.

In addition, if the said proposal which scored 40-45 points was a collaboration between two or more local organizations, the applicant would then be awarded an additional 25% of the assessed funding amount of \$4250= \$1062.50. **The group will therefore receive a total grant of \$4250+ \$1062.50 = \$5312.50**

Assessment Criteria and Scores for Projects by Individuals

Criteria	Description/Metrics	Maximum Score
Individual contribution:-	d. The individual has demonstrated an ability to invest in this project as well as to leverage financial contributions/sponsorship from non-government sources	4
	e. The applicant has demonstrated the potential to share the skills and information obtained/possessed with others in the community/sector	3
	f. The applicant engages /collaborates with other community interests in the implementation of the initiative	3
		(10)
Individual capacity and track record:-	d. The individual has the experience and background training to undertake the initiative	4
	e. The individual is recommended by credible, experienced and qualified artists in the field	3
	f. The individual has demonstrated fidelity, transparency and good ethical standards in past initiatives.	3
		(10)
Project feasibility and innovativeness:-	f. The project is logical, that is, objectives and proposed outcomes are consistent with proposed activities	4
	g. The planned activities proposed are clear and achievable in the time frame and with the available resources.	2
	h. The budget is realistic and cost efficient	3
	i. The project is progressive and innovative.	4
	j. A monitoring and evaluation plan including indicators of the success of the initiative, is provided.	2
		(15)
Project impact:-	a. The likely contribution of the project or intervention to <ul style="list-style-type: none"> i. A specific developmental problem or need in the community. <i>E.g. Family functioning, care & protection of vulnerable groups, crime prevention, education & literacy, life skills, poverty alleviation, environmental degradation, community fragmentation and other issues such as domestic violence;</i> ii. Enhancing the cultural and creative sector e.g. Festival development, heritage development, preservation and promotion, contribution to tourism including national tourism, contribution to trade; iii. Contribution to civic pride, national consciousness and awareness and the celebration of diversity. 	5
	b. Development of competencies in the visual, performing, literary and media arts; professional development of artist;	4
	c. Has the potential to reach significant number of direct or indirect beneficiaries.	3
	d. Contributes to community spirit, cohesion, and civic mindedness	3
		(15)
		50

<i>Funding rubric to determine the quantum of funding recommended</i>	
<i>Total Score</i>	<i>% of the maximum possible funding Consideration</i>
<i>46 - 50</i>	<i>100%</i>
<i>40 - 45</i>	<i>85%</i>
<i>36 - 40</i>	<i>75%</i>
<i>30 - 35</i>	<i>65%</i>
<i>25 - 29</i>	<i>55%</i>
<i>20 - 24</i>	<i>45%</i>
<i>15 - 19</i>	<i>35%</i>
<i>14 and under</i>	<i>Not funded</i>

Example 2:

*An individual seeks funding to participate in a two-month specialist training opportunity in the Sitar in India, which would allow the applicant to share the training with other emerging players of the Sitar in Trinidad and Tobago on return. This capacity building project will attract up to a maximum of 80% of the funds requested. If the total estimate for the project is \$75,000, and the applicant sought funding from the MCDCA for **\$60,000**, the amount actually provided will depend on the assessment score. If for example, the proposal scores between 20-24 points as per assessment criteria at **Table 2**, then the group could be considered for 45% of \$60,000, which is \$27,000. However, if the proposal scored 40-45 points, the group could be considered for 85% of \$60,000 which is \$51,000.*

*In addition, if the said proposal which scored 40-45 points was a collaboration between two or more local entities, the applicant would then be awarded an additional 25% of the assessed funding amount of \$51,000 = \$12,750. **The individual will therefore receive a total grant of \$51,000 + \$12,750 = \$63,750.***