



Ettijahat- Independent Culture
Grant Guidelines

Introduction

These guidelines have been designed to assist prospective applicants of all *Ettijahat-Independent Culture* projects and programmes, namely:

- Create Syria: A Project to Empower Syrian Art in Exile
- Laboratory of Arts: Syrian Artists Support Programme
- Research. To Strengthen the Culture of Knowledge

These guidelines are divided into two sections. The first section details *Ettijahat's* standard procedural process, starting with *Ettijahat's* retrieval of the application and ending with the signing of grant agreements. The second section details the criteria of the projects and programmes.

Please note that Open Calls for Applications for projects and programmes run by *Ettijahat-Independent Culture* are only open within a specific period of time – usually between six and ten weeks – on an annual basis. Open Calls are not open for the whole year, so please check our website regularly: www.ettijahat.org.

More than 60% of *Ettijahat's* annual budget is dedicated to grants for beneficiaries all over the Arab region, particularly for Syrians and Palestinian-Syrians. We do not favour any particular artistic genre; we work with all types of artistic and cultural production and with research which links creativity and sociology.

Please take the time to read these guidelines in full, as it will help you through the process. Good luck!

Grant Procedure

How do I apply?

It's very easy. All you have to do is follow the steps outlined below:

- Download the relevant Online Application Form through our website www.ettijahat.org.
- Make sure to read well the guidelines and the FAQs – available in both Arabic and English – before you start filling in the application.
- Make sure to complete the **entire** form in Arabic and check that you have **all the required documents** for your application; these are necessary for your application to be eligible.
- Submit the completed application form via e-mail to applications@ettijahat.org. Please write the name of the project to which you are submitting your application in the email subject line. Please note that we do not accept applications submitted via post.
- Make sure you receive a confirmation email once you have submitted all your application documents.
- If you don't receive a confirmation email within two days of submission, please resubmit your application.

How should I submit my supporting material or samples from previous similar projects (if required)?

Supporting material might include samples of projects that you've previously implemented or in which you have taken part, or materials for the submitted project (musical recordings, theatre texts, primary designs, etc.)

If supporting documents are required within the application you can upload them through:

- Your submission email, if the files are cumulatively smaller than 7 MB.
- Sharing websites (Dropbox, YouTube etc.), if the files are larger than 7 MB.

If your supporting material exceeds 200 MB, **don't worry!** In this case, you may send your materials by post (3 copies) to *Ettijahat- Independent Culture*, Beirut Office, at the following address:

Younes Gebeili Street No.30
Hanna building, Vandon Steps
Mar Mikhael, Achrafieh
Beirut, Lebanon
Telephone: 00961 (0) 1 442 770
Mobile: 00961 71 13 97 35
info@ettijahat.org

The envelope or box should be marked with the project title and your full name. Please note that **we will not return application materials**. Please make sure all delivery and shipping charges are settled and paid in full before sending your package.

What happens when my application is received?

Ettijahat checks the eligibility of all applications. We make sure that:

- Your application form is completed in full, in Arabic
- You have sent all the required documents, including
 - Your CV
 - A motivation letter
 - A copy of your valid identity or passport
 - A copy of your valid residency permit
 - A portfolio of previous work or any other relevant material that would increase your chances of being selected
 - A recommendation letter
 - A commitment letter, outlining your time commitment for the whole duration of the project

- The application was submitted before the deadline

If the application is not complete, we will contact you to complete your application by submitting the missing documents, within the deadline. Please note that if we do not receive the missing documents within the deadline, your application will be considered ineligible.

If the application is eligible, then it will continue to the evaluation process.

How does the evaluation and selection process take place?

An independent committee of jurors – the Selection Committee – of an odd number (usually three or five) is formed based on the criteria of the project or programme. The members of the Selection Committee are invited to participate on the basis of their high professional standards, and include Syrian, Arab, and international independent artists and cultural activists renowned in the cultural scene. *Ettijahat* is completely removed from the evaluation process, which is undertaken by the Selection Committee members alone. Members' will remain anonymous until the announcement of selected applicants, in order to avoid any contact between applicants and jury members.

The evaluation process is divided into two stages. The first stage is an individual evaluation in which the eligible applications are passed to the members of the Selection Committee to be

evaluated individually. The Committee members remain isolated from one another to ensure that the evaluation of all applications is conducted individually and Committee members are not influenced by each other.

The evaluation of applications is conducted according to a standardised grading system with a range of different criteria. These criteria are specified in the application forms of each project or programme.

After *Ettijahat* receives the initial grades and selected applications of each jury member, a general evaluation meeting takes place in which all members meet each other. This is the second stage of the evaluation process, during which the Selection Committee can discuss specific applications, should members' opinions differ. If two or more applications receive the same grades, results are decided by voting.

The final selection of applicants is approved by the jury and submitted to *Ettijahat- Independent Culture* for approval by the *Ettijahat* Board of Trustees.

Three applicants are also selected for a waiting list. If one of the grant winners becomes unable to complete their work, the waiting list will be informed through an official email.

Where are the selected participants' names announced?

Results are announced on our website (www.ettijahat.org) and on our [Facebook page](#) after the evaluation process is complete.

What about the grants?

Immediately after the grant winners are announced, participants will receive the offer of a grant. After receiving your written approval, we will send you a grant contract agreement which you will read, sign, scan, and return to us by email. The contract will include all the information related to the grant, including its duration, budget, financial requirements, payment schedules, and implementation.

The duration of grants vary according to projects and programmes, but usually last between 3 months and 1 year.

The values of grants range from one thousand USD (\$1000) to ten thousand USD (\$10,000) depending on the project or programme. *Ettijahat* clearly states the maximum amount for each grant within the details of each programme or project. Please note that not all applicants will receive the maximum grant allowance. However, all applicants will receive a minimum of 70% of the maximum grant allowance. The management team of *Ettijahat* and the members of the Selection Committee determine each participant's grant allowance according to the size of their project, its activities, and the location of its implementation.

How and when will I receive my payments?

We usually pay 70% of the grant amount as a first payment, within a week of signing the grant agreement. The remaining 30% will be paid upon completion of project implementation and after all required deliverables have been submitted.

Grant criteria

Who is eligible to participate in *Ettijahat-Independent Culture* projects and programmes?

Ettijahat is open to applications from Syrian (including Syrian-Palestinian) individuals working in culture and the arts. There are no limitations based on years of experience, country of residence, ethnicity, gender, or religion, although age is limited to 40 years old.

We also accept proposals from local, regional, and international institutions whose projects relate to Syrian culture. These include artistic, cultural, social, and educational institutions, centres, and organisations, and non-governmental, which engage with contemporary Syrian arts and culture.

We also highly encourage collaborations between Syrian artists and their peers from other countries, such as Lebanon.

Ineligible Applicants

As part of our internal policy, we do not consider applications submitted by:

- *Ettijahat- Independent Culture's* current staff members, their business partners, or their family members.
- Members of the Board of Trustees, their business partners, or their family members.
- Applicants who are currently in receipt of grants from other projects or programmes run by *Ettijahat*. Participants cannot be awarded more than one from *Ettijahat* at the same time.
- Supervisor, mentors, trainers and experts contracted for the same project by *Ettijahat-Independent Culture*.
- Members of active jury committees, their business partners, or their family members.

Priority will be given to applicants who have not already been awarded a grant in a different project or programme in order to ensure equal opportunity for everyone.

Former grantees are allowed to submit applications to the same project three editions/year after their initial grant award.

Eligible Expenses

Ettijahat only pays expenses related to the artistic production and research of projects, including production costs; it does not pay foundational costs or operational costs.

For example, *Ettijahat* does not cover the rent of temporary locations or airline tickets.

If the costs of a project are partially covered by another donor(s), please submit their name(s) and clearly state the monetary value of or alternative form of support.

Location and Duration

We will not provide support retroactively, i.e. to projects which have been implemented or completed already.

The location of project implementation specified in the application form must be respected.

The project's timeframe should not exceed the duration specified in the signed contract agreement.

If the participant wishes to apply for an extension of the agreed timeframe, a written request should be submitted to *Ettijahat* two months before the end of the project implementation explaining the reasons for the delay and the duration of the requested extension. The request will be considered by *Ettijahat* and an answer will be given within 10 days.

Eligible Applications

Applicants are free to submit applications to more than one category – for example, performing arts and visual arts – but only one grant (if any) will be awarded. Requests for two projects within the same category will not be accepted.

Current grantees may not apply for a new grant in a different program unless the grant has expired before the application submission deadline for the current edition/year.

Privacy and consent requirements

Ettijahat always works to protect the privacy of applicants and beneficiaries. Therefore, the grantee may not use pictures of direct and indirect beneficiaries, especially in sensitive contexts, without their full consent, to ensure and respect the privacy of individuals concerned.

Intellectual property and publishing rights

Ownership of all intellectual property and publishing rights are held by the grantees themselves. However, *Ettijahat-Independent Culture* retains the right to publish parts of the outcomes and products of projects in its own work. Ettijahat will always clearly display the name of the project producer and will never profit from these activities.

Grantees must clearly state that all artistic production has been completed with the support of *Ettijahat- Independent Culture* and must include our logo in all productions, publications, and exhibitions. A guideline will be sent to you regarding how to use our logo.

e.g. تم إنجاز هذا البحث بدعم من اتجاهات-ثقافة مستقلة / This research was accomplished with the support of Ettijahat-Independent Culture.

Still have questions?

Please do not hesitate to contact us for any further clarifications or questions by sending an email to the following address: applications@ettijahat.org