

Grant writing workshop

6, 7 and 9 June 2022



Fonds



AFAC ARAB FUND FOR
ARTS AND CULTURE
الصندوق العربي
للثقافة والفنون

Day 1 - Monday 6th June 2022 (10am - 2pm)

10.00 - 10.20 Welcome & introduction

10.20 - 10.30 Expectations and survey

10.30 - 11.00 Introduction to the grant process

11.00 - 12.00 AFAC - Portfolio

12.00 - 12.15 **Break**

12.15 - 13.15 AFAC - Budgeting

13.15 - 13.30 Questions for AFAC

13.30 - 14.00 Preparing for a grant application + what happens after?



F o n d s



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Survey:



Introduction to the grant writing process

What is arts funding?

- Individual
- Organization

What kind of funding is available/ what can be funded?

- The creation and/or production of new works
- Professional development opportunities
- Artist in residency opportunities
- Travel relevant to your art practice



Introduction to the grant writing process

How to find the best fit for you and your project?

How do you start to decide which grant to apply for?

Several factors to keep in mind. Can you think of a few?

- your artistic discipline(s),
- the nature of your project,
- your level of experience,
- Sometimes, a thematic area
- Location/ age/ length of funding required/other factors

Introduction to the grant writing process

Artistic Discipline: Generally, arts funding opportunities are often categorized related to seven main artistic disciplines:

1. Visual arts
2. Dance
3. Music/sound
4. Theatre/performing arts
5. Writing/storytelling
6. Media arts
7. Interdisciplinary arts



Introduction to the grant writing process

Type of Project Idea:

Most arts organizations offer a variety of grants that are dependent on the nature of your project idea:

- Travel or touring,
- The creation of new works,
- Art production,
- New audience development,
- Capacity building, and others.



Introduction to the grant writing process

Level of Experience:

Defined by:

- length of time you have been practicing
- number of training and apprenticeships taken
- whether or not you have produced a significant “body of artwork”
- your history of public presentations/ performances
- the level of recognition received from your peers and community.

Career Level as an Individual Artist:

- Emerging Artist (new/learner - 3 years)
- Practicing/Establishing Artist (3 - 5 years)
- Professional/Senior Artist (5 - 10 years)
- Mentor/Master Artist (more than 10 years)

Introduction to the grant writing process

You will usually find all information in the grant description, guidelines and criteria.

[Example](#)



Introduction to the grant writing process

Multiple sources funding:

- Can be useful for large-scale projects or projects with different stages
- Sometimes required by funder



Preparing for a grant application

Get familiar with program description, guidelines and criteria:

- Check if you or your project is eligible for the grant
- Learn more about the funding organization and its priorities
- Check what is needed for submission (narrative, budget, any annexes etc)

Timing!

- Check the application deadline
- Plan ahead to avoid stress
- Organize yourself - track your applications



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What is a Budget

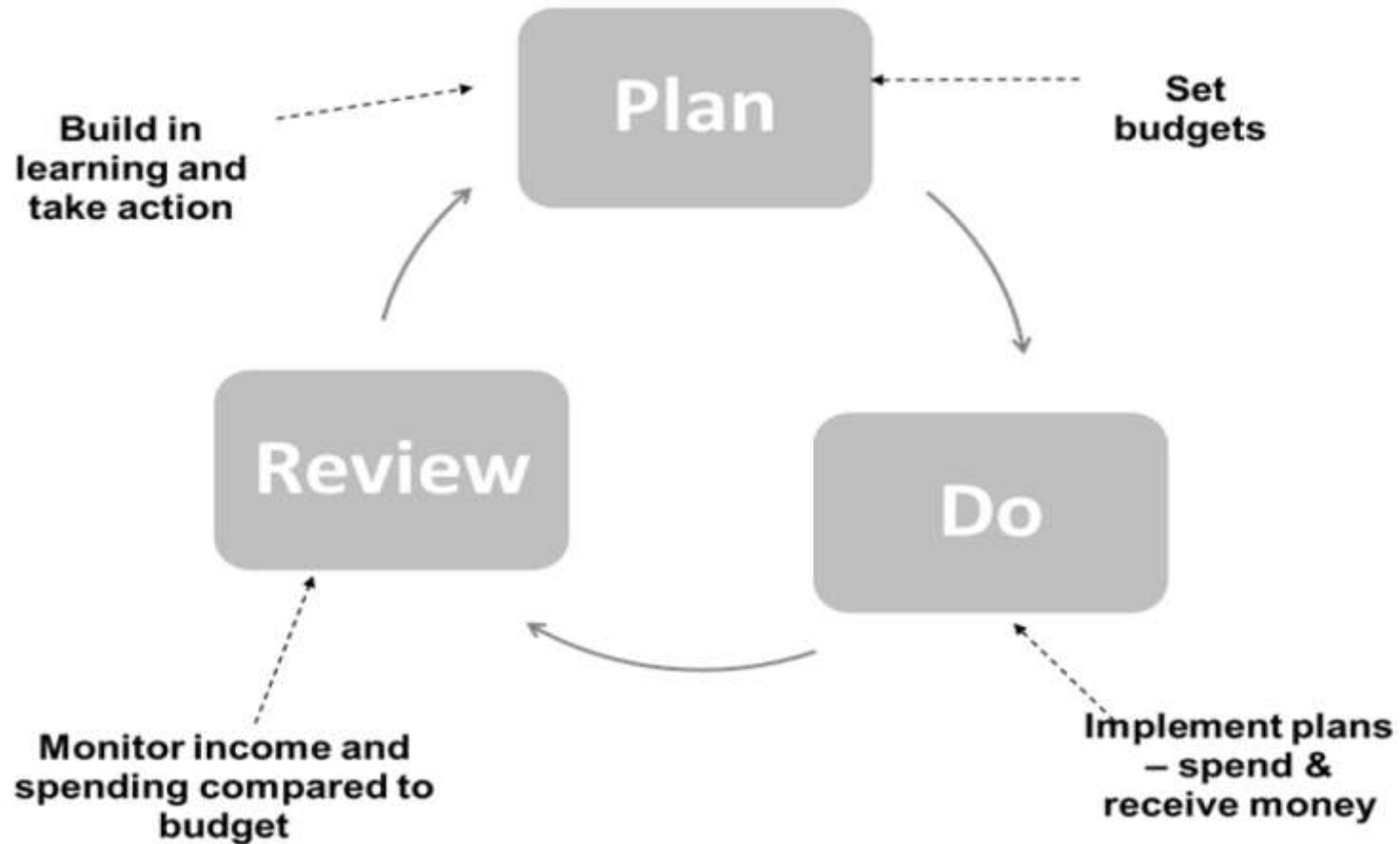
- A budget is an estimation of revenue and expenses over a specified future period of time. A budget is basically a financial plan for a defined period, and is known to greatly enhance the success of any financial undertaking.
- Budgeting is a part of financial Management, which many donors are always looking for: Financial management entails planning, organizing controlling and monitoring the financial resources to achieve your objectives



What a Budget Tells a Donor About You

- Transparency
- Value for money
- Capacity
- Following guidelines

Financial Management Circle



Type of Costs to Include and Report on

- Project Costs
- Staff Costs
- Artist Fees / %
- Equipment
- Contingency Costs

Reporting

- Keep track of all expenses
- Keep all invoices
- Respect the budget lines
- Send scans of invoices/receipts in folder
- Narrative explanation for the expenses when needed

Reporting

Budget Item (according to contract)	TOTAL Budget (USD) (as per contract)	Invoice/Cheque/ Receipt Number	Invoice/Cheque / Receipt Date	Scan Number (if documents scanned)	Beneficiary	Amount of expenditure	Balance

Reasons to Take Budgeting Seriously

- Makes you accountable to the people who gave you money
- To be able to produce financial documents to the donors
- To minimize fraud and abuse of resources
- To plan for the future and become more financially secure
- Help achieve your objectives
- Helps to enhance your credibility
- Helps you and the donor get better value for the resources

Tips on Budgeting and Budget Reporting

- Never leave your budgeting issues to the end
- Make sure you have the correct numbers
- Choose a format and be consistent
- Check your math. Multiple Times
- Be realistic
- Be exhaustive
- Explain Extraordinary Costs
- Have an extra eye look over before you submit

Communicate

Always communicate with your donor

- Changes in budgets
- Changes in outcomes
- Extension of dates
- Challenges and obstacles
- Donors are “human”; you can discuss with them, but
- This is your project at the end... keep your ownership