

# Grant writing workshop

6, 7 and 9 June 2022



Fonds



AFAC ARAB FUND FOR  
ARTS AND CULTURE  
الصندوق العربي  
للثقافة والفنون

# Day 3 - Thursday 9th June 2022

1. Recap of grant writing exercise + feedback
2. What happens after grant submission?

## *Break*

1. Reporting
2. Where to look for arts funding
3. Final questions
4. Check-in on expectations and post-survey

# 1. Grant application exercise + feedback

How did it go?

Discuss briefly in groups on how the exercise went (15min)

Joint feedback

# 1. Grant application exercise + feedback

What not to do:

- Leaving questions blank
- Going over the word/space limit
- Just write “see attached”
- Be too lengthy or vague
- But also do not leave out critical details - put yourself in the position of the reviewer

## 2. What happens next?

Mabrouk, you submitted your application! Now what?

- Application will be reviewed by the funder
- When will you hear back?

Once you hear back...

What if your application was not successful?

- Don't be too disappointed
- Always ask for feedback!



## 2. What happens next?

You got the grant! Now what?

- Check if any changes are needed (either to the project or budget)
- Usually, sign an agreement

Break (20min)



# Introduction to Reporting





What comes after you get the grant? Doing the project (obviously) and then *reporting*.

Reporting is how you officially tell the funder what you did, and how it went.

Often you will have to submit one or more reports, and the funder will keep some of the grant until after they've received and approved your report.

# Why do Funders ask for reporting?

A couple of reasons

1. They're interested
2. For reporting to their own donors
3. To learn and be better

(Typically) reports will be asked for with a standardised form to fill in, like the application form

Like the application form, reporting forms will vary a lot between funders

You should receive the form you will need to fill in together with your contract

Reporting in a structured way won't just help the funder – it will help you!



# So, how do you start?

Start early – look at the format and start planning your reporting along with your project

You know from your log frame what you will be measuring – your indicators

Sometimes the funder will ask for extra indicators in the form



# Ways of measuring

Measuring can mean a lot of things – doesn't have to be numbers

Some ways might be:

- Media Scan
- Web statistics
- Collecting feedback
- Self-reflection
- Surveys
- Interviews

No good funder will ever ask you to do anything harmful while collecting data – if they do, you can push back

# When do you measure?

Choosing the timing of your measuring is as important as choosing the method

If the outcome you hope for is a tangible change, measure before and after to see the change

If the outcome you hope for is long term, plan to check again in a few years – even if the funder doesn't require it

# Sitting down to write

Writing a good report is like writing a good application

- Be clear
- Answer the questions that are there
- Transparency is everything

And – pictures are always great

## Breakout group (~30 minutes)

Get into small groups – as much as possible the same groups from yesterday.

Look at the project you worked on in the breakout sessions yesterday, and imagine it's already done

**Give a short summary of the results of your project – what did you achieve, what was the impact?**

Write a short text (around 100 words) describing what happened in the best case scenario – what went well, and how do you know that it went well?

Write a short text (around 100 words) describing what happened in the worst case scenario – what went badly, and why do you think it went badly? Is there something you could do differently next time?



# Financial reporting

- What to report on?
- Supporting documents

## Other things to consider:

- Make an invoice template
- Develop a price list
- Get registered with MoF

## 4. Where to look for funding?

A few examples of arts funding in the region:

- AFAC
- Prince Claus Fund
- Mophradat
- Mawred
- Goethe Institute
- French Institute
- Rosa Luxemburg
- Fanak Fund
- Sharjah Arts Foundation
- Beirut Art Residency (annual call)
- Transartists.org - global artist residency database



## 5. Final questions and check-in on expectations

Contact us or give us feedback:

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Survey:

