

## CULTURAL GRANT OPPORTUNITIES

### PURPOSE OF THE PROGRAM

The purpose of this program is to award small cultural grants (grants) for specific projects that support cultural exchanges and promote cultural ties between the United States and Slovenia. Grants will be awarded to non-governmental, nonprofit organizations (NGOs). To be eligible for consideration, every applicant must be engaged in, or propose to carry out, a project whose purpose is to promote cultural exchanges and ties between the United States and Slovenia.

The Embassy is most interested in projects relating to:

- cultural exchanges;
- artistic and cultural performances;
- exhibitions;
- workshops;
- lectures;
- readings;
- cultural projects whose aim is to promote and deepen the understanding and appreciation of American culture in Slovenia.

### WHAT PROJECTS ARE NOT FUNDED?

The U.S. Embassy will NOT fund the following types of projects:

- requests by organizations and individuals who are neither Slovenian nor American;
- those relating to partisan political activity;
- humanitarian or charitable activities;
- conferences and individual trips abroad;
- trade activities;
- fund-raising campaigns;
- commercial projects;
- scientific research;
- individuals not affiliated with an organization that can provide long-term sustainability to the project;
- projects aiming only at primary institutional development of the organization;
- projects that duplicate existing projects;
- representational expenses (lunch, alcoholic beverages, etc.);
- other costs.

### EVALUATION CRITERIA

The Embassy is looking for projects with outstanding artistic, cultural, and educational merits. In deciding which projects to support, the Embassy will give consideration to the full range and diversity of American cultural traditions and will seek to target geographically and demographically diverse audiences. New grantees will be given priority over previous grantees.

Proposals will be evaluated according to the topic of the project, clearly formulated goals and target groups, and the ability of the applying organization to carry out the project aims.

Proposed projects which meet the basic criteria outlined above will be considered at meetings of the Grant Commission. If your preliminary application meets the criteria of the Grant Commission and is under further consideration, you may be invited for an interview or asked to submit additional information.

### **WHAT IS THE MAXIMUM AMOUNT OF A GRANT?**

The maximum available for a cultural grant is \$5,000.00, although most grants average between \$500.00 - \$3,000.00. To ensure speedy review and processing, please provide a cost breakdown for the project, including specific categories for which the funds, if provided, will be used. Grant proposals should include all of the information requested in the application guidelines. Budgets must be calculated in U.S. dollars.

### **HOW TO APPLY FOR A GRANT?**

Proposals should be in the form of a written narrative in English, and must include the following information:

1. Name of the organization, address, phone/fax number/e-mail address, name and title of director and other significant staff members, particularly those who will be involved in the project. Applicants should also attach a CV, resume or personal history of the people who will be engaged in the project.
2. Background information on the applicant. When was the organization founded, what are its principal activities, significant achievements, etc.?
3. Types and amounts of funding your organization has received for the current project. Please include all previous grants from the U.S. Embassy and/or U.S. government agencies.
4. Program Description. What is the nature of the performance/event/project? The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. The more specific, detailed, and clear the program description, the better.
5. Project Justification. This is a very important aspect of the proposal and applicants should pay particular attention to it. What are the artistic/cultural/educational merits of the project? Why should it be funded? What difference does it make for your country?
6. Description of the audience. Who will be invited? How many people will attend/view/hear the proposed performance/event/project?
7. Proposed dates and venues. Please include precise dates, times, and locations of performances or events planned.
8. Detailed Budget written in US Dollars. In order to be sure that the Embassy understands why there is a need for money, the applicant should prepare a line-by-line list of expenses that will be generated by this project. The budget should be prepared in a logical manner and offer enough detail that a reviewer will be able to understand exactly what the figures mean and how they were determined.
9. We would like to call your attention to the fact that before submitting any project/proposal to the U.S. Embassy you must obtain a so-called "DUNS Number."

In order to receive this number you must contact D&B at  
<<http://dbemc.dnb.com/?country=ee>>

If you need additional assistance, please call the following number: 01/ 234 29 40. After you receive the required DUNS Number, please include it on the Application Form.

Please mail one (1) copy in written of the completed Application Form with an original signature on the last page to following mail address:

Public Affairs Section  
U.S. Embassy Ljubljana  
Teja Piškur  
1000 Ljubljana  
Attn: CULTURAL SMALL GRANTS

If possible, send one (1) copy to the following e-mail address:  
e-mail: [piskurm@state.gov](mailto:piskurm@state.gov)

All Questions should be addressed or faxed to the following person:

Ms. Teja Piškur  
Tel: + 386 (01) 200 - 5762  
Fax: + 386 (01) 426 - 4284

Grant proposals should include all of the information requested in the Application Guidelines. Proposals will not be considered until all information is received. Proposals should be completed in English, or accompanied by an English translation. Supporting documents may be in Slovenian.

#### **WHAT HAPPENS WHEN THE PROJECT IS COMPLETED?**

All successful applicants must complete a formal narrative and financial report (Reporting Forms) to the Grant Commission within 30 days of the completion of the project. An accounting of the use of the grant funds must also be included. The information from this report will enable the Grant Commission to better evaluate future proposals.

#### **GENERAL ELIGIBILITY AND CRITERIA FOR ALL APPLICATIONS**

The Public Affairs Office of the U.S. Embassy provides grants to American or Slovene groups and individuals for the promotion of the American culture abroad. These are governed by general eligibility guidelines and criteria outlined below, which supersede all previous ones.

Applications will be accepted from professional artists and professionals in the cultural field who are American or Slovene citizens or residents and from not-for-profit arts or cultural organizations or institutions registered in the United States of or Slovenia. Special consideration in regards to this last requirement may be given to applications from younger American artists.

The evaluation of applications will be based on artistic quality, fiscal responsibility, cost-effectiveness, American content, length and variety of the proposed project and the relevance of the locations to U.S. current foreign and trade policy and, finally, the ability of the applicant to undertake an international project.

Projects must also meet the following basic conditions:

- demonstrated high standards of professional artistic quality;
- interest abroad from reputable and credible presenters or organizations. All applications must include basic information on these presenters and their relevance to future projects;
- demonstrated cost-effectiveness in terms of the number of performances, planning, itinerary and over-all budget;
- realistic revenues generated from fees paid to the artist by the local presenters on top of any box office split or contribution to local expenses;
- all applications **must** include a brief history of the artist or company and information on the proposed project including repertoire. This information **must** be supplied no matter how many other applications have been filed previously. Applications not containing this information will be considered incomplete;

**ALL APPLICATIONS MUST INCLUDE A COMPLETED BUDGET WITH DETAILS ON ALL EXPENSES IN US DOLLARS!**

**Conformity with General Guidelines and Criteria and basic conditions does not guarantee funding.**

**APPLICATION DEADLINES** (for each fiscal year, which runs from OCT – 1 to SEP 31):

- **December 1** for all projects beginning in March, April, May or June of the following year;
- **March 1** for projects beginning in July, August or September of the same year;
- **August 1** for projects beginning in October, November or December of the same year or in January or February of the following year.

**It is the applicant's responsibility to fill in all sections of the application form and then submit it within the posted deadlines along with support material in order for the application to be considered. If you are not sure if you have successfully submitted your application, please contact Ms. Teja Piškur. For an application to be deemed complete, full support material including press kit, photos, videos, CDs and/or DVDs must be submitted by mail to the address listed below by the appropriate deadline.**

Decisions will generally be communicated within one to two months after the application deadline.