

2020 MOWCAP-ACC SMALL GRANTS PROGRAMME

Application Guidelines

BACKGROUND INFORMATION

What is the MOWCAP-Asia Culture Center Grants Programme?

In the Asia Pacific region, many libraries, archives and memory institutions face formidable challenges: economic, climatic and geographic. The MOWCAP-ACC Grants Programme aims to contribute to addressing this challenge by assisting with preservation of and universal access to documentary heritage of the Asia/Pacific region, and also to increase awareness of the existence and significance of the heritage.

The Programme supports the efforts of the many groups and organisations that collect, and preserve and provide access to documentary heritage from the Asia-Pacific region. It aims to encourage collaboration and partnerships to undertake projects (e.g. preservation of materials, digitising, exhibitions, and publications) as well as to develop skills and resources (e.g. workshops, training programmes, expert assessments).

Grants of up to \$US 5,000 are made for the preservation and sharing of the documentary heritage of the Asia-Pacific. Grants are required to be fully expended, and the project completed and acquitted, within a 6-month period (June-November 2020). The grants are administered through the MOWCAP Office, Asia Culture Center, Gwangju, Republic of Korea.

THE MOWCAP-ACC Small Grants Programme is made possible through the generous support of Asia Culture Center.

ELIGIBILITY

Who can apply?

To apply for a grant through MOWCAP-ACC Grants Programme your organisation will need to meet the following criteria.

The organisation applying must be:

- (a) Based in the Asia-Pacific
- (b) Non-Government
- (c) Have support from your National MoW Committee or UNESCO National Commission

※ Note : Government agencies (archives, museums, etc.) may partner with a non-government organisation to apply.

What sort of projects will be considered for funding?

- The development of e-publications;
- Conservation of documentary heritage (If a conservator is engaged, they should be a member of an accredited national or international conservation organisation);
- Cataloguing records and archival description (open source archival description software such as ICA-AtoM (<https://www.ica-atom.org/>))
- The development of exhibitions (including digital ones)
- Web projects that provide information or resources on documentary heritage;
- Digital storytelling about documentary heritage (including film and DVD projects);
- Apps for mobile devices;
- Consultancy fees for the provision of specialist skills not found within the organisation;
- The purchase of archival quality materials;
- The digitisation and publishing of documentary heritage items/collections;
- Training and capacity building in the area of the preservation/access to documentary heritage.
- And more (if you have a great idea please consult with us).

What will not be considered for funding?

The MOWCAP-ACC Small Grants Programme does NOT fund:

- In most cases, projects related to documentary heritage outside the Asia-Pacific (unless there is a clear link to the region);
- Launch events, catering, marketing, advertising, promotion and media;
- Provision of cash prizes, commercial gifts or grants to third parties;
- Retrospective costs – costs that the organisation has already paid for out of its own funds or costs incurred prior to successful grants being awarded;
- Ongoing operational costs such as salaries for ongoing positions, rent or utilities;
- Applicants who do not meet the Eligibility Criteria outlined in these guidelines;
- Applications not submitted in the format specified in these guidelines;
- Applications submitted after the funding round has officially closed.

THE APPLICATION PROCESS

How to apply

- Download the application form from : www.mowcapunesco.org/grants
- Submit the application form to : grants@mowcap.net

The Application Form must be completed by a person authorised to submit the application on behalf of the applicant organisation.

Documents to be submitted

As part of your application you may need to submit supporting documentation such as scanned or PDF copies of official letters, bank details, support letters from partner organisations and others. Submission of an application does not necessarily result in funding approval. In particular you need to provide the following:

- Scanned application form
- Bank account details (included in the application form)
- Endorsement letter from your National MoW Committee or UNESCO National Commission

Things to consider in your application

All applications will be assessed against the Judging and Assessment Criteria and in the context of other applications to the same funding round.

Name of your project

※ Word limit : 50 word

This is the name that will be used to refer to your project and may be used for media or public announcements. Think of a title that best reflects your project to a broad audience for example "Conservation and Cataloguing Project" or "Purchase of two cabinets to store x archives".

Project aim - What are you going to do?

※ Word limit : 200 word

This is where you have the chance to describe the aims of your project. You have 200 words to tell someone about your project – how would you convince them to fund it?

Project Outcome – What is going to be the final product of the outcome of your project

※ Word limit : 50 word

At the end of your project, what will you have achieved? How will you know you have been successful? For example, records preserved/digitised, exhibition held, website launched, etc.

Project Participants – Who is going to be involved in your project and what are their roles

※ Word limit : 50 word

Who is going to be involved?

Who will manage and work on the project; what are their skills and expertise? Describe the role of any partnerships, consultants or other groups that will work with you on the project.

Project beneficiaries

※ Word limit : 300 word

Describe who your target audience is and how the project will benefit this group. How will the final product provide ongoing community benefits beyond the life of the project?

Project Budget

You will need to provide a detailed budget breakdown, outlining the use of MOWCAP-ACC Grants Programme funds and other funding sources being used for the project. The budget table is a must to be included in the application.

ASSESSMENT

The MOWCAP-ACC Small Grant Programme applications are assessed by the members of the MOWCAP Bureau and MOWCAP-ACC Working Group.

All projects will be assessed against the Judging and Assessment Criteria and ranked in order of the Working Groups' final assessments. Shortlisted projects will be considered for funding until all have been distributed.

Applicants will be notified by email of the results, and successful projects will be announced on the MOWCAP website after this process has been finalised. This is expected to be by June in the financial year. Applicants are encouraged to visit the MOWCAP website (www.mowcapunesco.org/grants) for updates.

※ Note : The Judging Panel's decision is final and no discussion or correspondence will be entered into.

Judging and Assessment Criteria

The following criteria will be used by the independent judging panel when assessing applications for funding. It is highly recommended that applicants refer to the Assessment Criteria when completing their Application Form responses.

Project proposals are assessed against the following criteria. The project:

- Is the project in line with the mission of the MOWCAP and the UNESCO's global Memory of the World (MOW) Programme;
- Will result in the preservation and increased access to the documentary heritage of the Asia-Pacific;
- Provides clear and realistic costing as to how the grant budget will be spent as demonstrated in the application budget;
- Has clear aims, objectives and well defined strategies for the delivery of the project evidenced by a well-developed project plan with realistic milestones and timeframes;
- Provides value for money;
- Has a clearly defined end-product and outcome (such as exhibition, training workshop, etc.);
- Demonstrates the capability of the applicant to deliver and implement the proposed project within the specified timeframe (6 months);

- Communicates information about the documentary heritage preservation/access, and or the MoW programme, to a broader audience (i.e. beyond the immediate organisation);
- Provides evidence of strong support and/or involvement for the project from the organisation and local community, and;
- Will be completed within 6 months after the awarding of the grant if the application is successful.
- Has a possibility of utilizing the outcome at Asia Culture Center(ACC) when the project is completed.

※ Note : The above listed criteria are not compulsory, but will be positively reflected when assessing the application.

GRANTS ANNOUNCEMENT

When will I find out the results of my grant application?

Notification of the outcome of your application may not be received until after May 2020.

Payment of Grants Funds

Payment of the full grant amount awarded will be provided to successful applicants via Electronic Funds Transfer (EFT). Details regarding grant payment methods will be made available to successful applicants with the funding agreement.

※ Note : The name of the bank account needs to be the same as your organisation's.

The recipient of the grant must be a non-governmental organisation ONLY. For governmental organisations, the final grant needs to be received via the non-governmental organisation that you may partner with.

Grant Agreement

All successful applicants must agree on the <Grant Agreement> form before the project starts. The agreement is about using the results for profit/nonprofit purposes, such as promoting the results of the grants, exhibitions, publications, website, social media and education programmes. ACC and MOWCAP will fully consult with the grantee for use of the grant project output.

※ Note : Please refer to the sample <Grant Agreement> form for more information.

Reporting

At the middle of and conclusion of the project, organisations are required to provide a Progress and Final Project Completion Report.

- Submission period for a progress report : no later than 18 September 2020
- Submission period for a final report : no later than 10 December 2020

※ Note : The results and total budget expense table of your project must be included in the final report.

Publicity Guidelines

Successful applicants are required to acknowledge the support provided by the Asia Culture Center and MOWCAP. This acknowledgement (in writing) must be included in any relevant publication, promotional material, or news releases. However, applicants are not authorised to use the MOWCAP or ACC logo.

ABOUT MOWCAP-ACC COOPERATION

About MOWCAP

The Memory of the World Programme is an international programme aimed at safeguarding, preserving and facilitating access to and the use of documentary heritage. UNESCO launched the Programme in 1992. The Programme includes the inscription of significant documentary heritage on national, regional and international registers. MOWCAP, the Memory of the World Committee for Asia and the Pacific. MOWCAP was set up in 1998 and is the regional forum for UNESCO's global Memory of the World (MOW) Programme.

About Asia Culture Center (ACC)

Asia Culture Center (ACC) is an international arts and cultural exchange organisation based in Gwangju, Republic of Korea (ROK) that produces new, future-oriented results through the convergence of Asia's past and present arts and culture with innovative ideas and beliefs. The ACC, opened in November 2015, is a Republic of Korea Ministry of Culture, Sports and Tourism-affiliated institution established for the advancement of mutual understanding and cooperative growth with different Asia-Pacific countries through exchange, education, research, and other efforts with regard to Asian culture.

Contact MOWCAP Office

Regarding the MOWCAP-ACC Small Grants Programme, Please contact:

Address MOWCAP Office
 Asia Culture Institute
 38 Munhwajeondang-ro,
 Dong-gu, Gwangju, 61485
 Republic of Korea

Email grants@mowcap.net

Website www.mowcapunesco.org/grants