

APPLICATION DEADLINE: JANUARY 30,
OCTOBER 10, 2012

INSTRUCTIONS FOR THE APPLICATION

Note

This online application is optimized for Internet Explorer version 6 or later and works well with Firefox version 2 or later and Safari version 3 or later.

Late applications will not be processed within this call for applications.

Maximum login time per session is 8 hours. Please use the function "Spara tillfälligt" (Save temporarily) at the end of the form so that your data is not lost if you are logged out.

Mandatory questions are marked with an asterisk (*). It is important for the Arts Council that questions are answered directly in the fields, even if an attachment is sent.

Data in the grey areas will be filled in automatically.

Information about the grant can be found on the Arts Councils website. This information may change over time.

APPLICANTS

Details of the applicant (organization/institution) will be automatically downloaded from your user account. Make sure that the information is correct before you start filling in the application. Any changes must be made in "My contact details" which can be found on the home page when you log in - NOT in this application.

The applicant must be a legal entity.

THE APPLICATION RELATES TO

Enter the name of the Swedish organization/institution/group the application concerns. Specify the name/brand name of the group - the name that the organization is known as.

THE PROJECT

Indicate the start and end date and the amount applied for from the Swedish Arts Council.

APPENDICES

A memorandum of understanding shall be attached to the application and must be enclosed. Please include a project plan. To attach files digitally, click "Bifoga Filer" (Attach Files). The file name can be a maximum of 20 characters. If the file name has more than 20 characters, only the first 20 characters of the filename will be used. The files you attach may not exceed a total of 30 MB.

Attachments can also be sent by e-mail to: kulturradet@kulturradet.se. If you send any additional information by e-mail or by post, refer to the case number you received when you sent in your application.

Submitting the application form

The last page contains a scroll list with three choices - "Spara" (Save), "Spara tillfälligt" (Save temporarily) and "Avbryt" (Cancel). To submit your application, select "Skicka" (Send) and click "OK". Note that you can save your completed application by choosing "Spara tillfälligt" (Save temporarily) and by then clicking "OK". A saved application can be viewed once again by going to "Mina ärenden" (My cases) on the home page when you have logged in. To cancel the application, select "Avbryt" (Cancel) and then "OK".

After you have selected "Skicka" (Send) and clicked "OK", step 1 of 3 then starts. You must complete all three steps for your application to be submitted correctly. In step 3, you will receive your case number. It is important that you do not close the window until you have received this confirmation. In step 3, an automated e-mail message is also sent to the contact person responsible for the application, it includes your case number and your application in PDF format.

For technical questions, contact support@kulturradet.se or phone: 08-519 264 01.

The Arts Council contact person for the grant is listed at the bottom of page 2.

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DETAILS OF APPLICANT (THE SWEDISH PARTY)

Fields marked with * are mandatory

Information in the grey boxes is automatically downloaded from your user account. See Instructions for the application.

Applicant organization/institution in accordance with the registration certificate

Company registration number

Type of organization

- | | | |
|---|--|--|
| <input type="radio"/> Limited company/Aktiebolag | <input type="radio"/> Economic Association/Ek.förening | <input type="radio"/> Sole trader with F-tax/Enskild firma |
| <input type="radio"/> Non-profit organization/Ideell förening | <input type="radio"/> Trading partnership/Handelsbolag | <input type="radio"/> Municipality/Kommun |
| <input type="radio"/> Limited partnership/Kommanditbolag | <input type="radio"/> County council/Landsting | <input type="radio"/> Government agency/Statlig myndighet |
| <input type="radio"/> Foundation/Stiftelse | <input type="radio"/> Other | |

Postal address, post box

Postal code

City

Telephone (switchboard)

* Municipality where the organization/institution is based

The organizations/institutions e-mail address (person-neutral)

Homepage

Indicate whether the organization/institution has a bankgiro/ or plusgiro

- Bankgiro Plusgiro

Account number (not bank account)

Indicate whether the organization/institution is VAT registered or not

- Yes No

The organizations/institutions authorized signatories (first name and surname)

Function of the authorized signatory

CONTACT INFORMATION FOR THIS APPLICATION (THE SWEDISH PARTY)

* The application relates to the following organization/institution/group

Contact (first name and last name)

Email address of contact person

Telephone number of contact person

Mobile phone number to contact person

* I have the right to represent the applicant organization/institution

The Arts Councils contact persons: Anna Swedmark Westin, tel: 08-519 264 65, e-mail: anna.swedmark@kulturradet.se,
Anna Selvåg, tel: 08-519 264 29, e-mail: anna.selvag@kulturradet.se

Applicant organization/institution in accordance with the registration certificate *(The information will be filled in automatically.)*

DETAILS OF THE INTERNATIONAL PARTY

Fields marked with * are mandatory

It is important that questions are answered directly in each of the fields, even if an attachment is sent.

* Project name

* Country in which the international partner is located

Botswana Namibia South Africa Indonesia China India

* Name of applicant organization/institution in partner country

Type of organization

Address, post box no

Postal code

City

Phone

* Region/city in which the organization/institution is located

E-mail address to the organization (person-neutral)

Home page

CONTACT INFORMATION TO THIS APPLICATION (THE INTERNATIONAL PARTY)

Contact (first name and last name)

Position within the organization

Telephone number to contact person

Email address to contact person

Applicant organization/institution in accordance with the registration certificate *(The information will be filled in automatically.)*

THE PROJECT

Fields marked with * are mandatory

It is important that questions are answered directly in each of the fields, even if an attachment is sent.

Please indicate the project start and project end dates (please note that the maximum project duration is 12 months)

* Start date (YYYYMMDD)

* End date (YYYYMMDD)

* Sum applied for in SEK
(max 287 000 SEK)

* Sum applied for audit

Total Sum applied for

* Field

Dance

Design

Film

Literature

Music

Theater

Visual art

Other

* Objectives and purposes of the project including expected outcomes. (Max 1500 characters.)

Applicant organization/institution in accordance with the registration certificate *(The information will be filled in automatically.)*

THE PROJECT

Fields marked with * are mandatory

It is important that questions are answered directly in each of the fields, even if an attachment is sent.

* Describe key activities of the project and how these relate to the objectives and the expected results. Specify in what country the activities will take place. (Max 1000 characters.)

* Please describe how the project can contribute to a longer term development concerning the following objectives that applies to your project: poverty reduction, democracy, human rights, freedom of expression, gender equality, sustainable development (Max 1500 characters.)

Applicant organization/institution in accordance with the registration certificate *(The information will be filled in automatically.)*

THE PROJECT

Fields marked with * are mandatory

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* Target groups. Please specify the estimated number of people from each target group that might benefit directly and indirectly from the results of each of the proposed activities. (Max 1000 characters.)

* Describe the choice of partner, what is the value of these two organizations working together? Describe the partners mutual interest and common ownership in the project (Max 1000 characters.)

Applicant organization/institution in accordance with the registration certificate *(The information will be filled in automatically.)*

THE PROJECT

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* Describe the focus and expertise of the Swedish organization. (Max 1000 characters.)

* Describe the focus and expertise of the international organization. (Max 1000 characters.)

* How will you integrate a gender equality perspective in the project? (Max 1000 characters.)

Applicant organization/institution in accordance with the registration certificate *(The information will be filled in automatically.)*

THE PROJECT

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* Describe potential obstacles for achieving the objectives of the project and preparations for overcoming these barriers. (Max 1000 characters.)

* Describe the long term objectives for the cooperation and prospects for the cooperation to become sustainable beyond the initial funding. (Max 1000 characters.)

* Other project partners (Max 1000 characters.)

Applicant organization/institution in accordance with the registration certificate *(The information will be filled in automatically.)*

PROJECT BUDGET

Fields marked with * are mandatory

It is important that questions are answered directly in each of the fields, even if an attachment is sent.

The budget must be balanced.

INCOMES

THE SWEDISH PARTY

	Specify	Status	Amount in SEK
Grants from the Swedish Arts Council (the applied amount for the project)	<i>(The information will be filled in automatically from page 4 "Sum applied for in SEK".)</i>		
Grants for audit	<i>(The information will be filled in automatically from page 4 "Sum applied for audit".)</i>		
* Other governmental grants (for the project)			
* Other governmental grants (for the project)			
* Other funding (for the project) (specify financier)			
* Grants from the county/region (for the project)			
* Grants from the municipality (for the project)			
* Own contribution from the Swedish party			

THE INTERNATIONAL PARTY

* Grants for the project from the country in which the international party is located (specify financier)			
* Own contribution from the international organization			
* Other funding, (specify financier)			
* Ticket proceeds			
* Other revenues			
* Total income	<i>(Summarized automatically)</i>		

* Has the Swedish party received funding from the Swedish Arts Council during the current year Yes No

Applicant organization/institution in accordance with the registration certificate *(The information will be filled in automatically.)*

PROJECT BUDGET

Fields marked with * are mandatory

It is important that questions are answered directly in each of the fields, even if an attachment is sent.

EXPENDITURE

	Specify	Amount in SEK
* Salaries - the Swedish party (including social security contributions)		
* Salaries - the international party (including social security contributions)		
* Artists fees (including social contributions)		
* Expenses for premises		
* Travel expenses		
* Marketing expenses		
* Production costs (please specify)		
* Audit		
* Other costs (please specify)		
* Total cost	<i>(Summarized automatically)</i>	
* How many trips between the two countries will be undertaken during the project? (specify number of round trips)		

