**Project Execution Grant (PEG) Application Form**

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| Project Execution assistance is provided to cultural practitioners or entrepreneurs seeking funding to complete a cultural or creative project that provides opportunities to market, promote and showcase the cultural product or service or to generate revenue through the sale of artistic or creative work.**GRANTS ARE PAYABLE TO A MAXIMUM OF $30,000.00 Barbados Dollars** |

**The Application Process**

Please read the Cultural Industries Development Fund Application Guidelines before filling out this application on www.ncfbusinesssdevelopment.com.

This application form contains the following:

Part A – Applicant Information

Part B – Project Execution Assistance Details

Part C – Use of Funds

Part D - Applicant Declaration

**\*\*Completing an application provides no guarantee of receiving funding assistance.**

**Processing of this application will take 8 – 12 weeks.**

**For form queries, please contact the Business Development Department at 417-6646.**

**Part A: Applicant Information**

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| --- | --- |
| Individual Requesting Funding |  |
| Position |  |
| Company |  |
| National Artists Registry Number |  |
| Date of Application | [ ] dd [ ]mm [ ] year |
| Mailing Address & Post Code |  |
| Email Address |  |
| Contact Numbers: | Landline [ ] Mobile [ ] |
| Sector  | [ ] Arts & Culture [ ] Design [ ] Media |
| Area within sector |  |
| Amount of Funding Requested | $ |
| **Stage of Business / Applicants Experience with the sector (500 words)** |
|  |

**Part B: – Project Execution Details**

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| **REQUEST DETAILS:** Why are you requesting the funding? What do you want to do? |
|  |
| **EXECUTION PLAN:** Explain the execution plan for the creative or cultural project and your overall business objectives, and ways to achieve these objectives. |
|  |
| **NEED FOR FUNDING:** Explain how the funding will benefit your creative / cultural business. Indicate challenges with self-funding and procuring funding from other sources. Nb. NCF does not fund the full cost of projects so you will need to indicate what portion is being funded otherwise. |
|  |
| **MANAGEMENT CAPABILITY**: Identify the skills and expertise of the key personnel. |
|  |
| **NATIONAL BENEFITS**: Explain how the project will benefit Barbados (e.g new / indirect jobs) or promote growth and competitiveness in Barbados.  |
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| **VALUE PROPOSITION:** State the value or impact of the assistance on your cultural / creative business  |
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**All responses should be a maximum of 1000 words**

**Part C: Funding Details**

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| **Amount of Funds Requested: $ BDS**  |

**Part D: Applicant Declaration**

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| --- | --- |
| [ ] | I declare that I have read and understood the CIDF Application Form. |
| [ ] | I declare that the proposed application, creative / cultural project and /or any associated expenditure has been endorsed by the applicant's Board or person with authority to commit the applicant to this project. |
| [ ] | I declare that the information contained in this application together with any statement provided is, to the best of my knowledge, true, accurate and complete. |
| [ ] | I understand that the giving of false or misleading information will disqualify the application for a CIDF grant. |
| [ ] | I understand that I may be requested to provide further clarification or documentation to verify the information supplied in this form. |
| [ ] | I acknowledge that if the NCF is satisfied that any statement made in an application is incorrect, incomplete, false or misleading, NCF may, at its absolute discretion, take appropriate action. |
| [ ] | I agree to participate in the periodic evaluation of the services undertaken by NCF. |
| [ ] | I declare that I am authorised to complete this form and to sign and submit this declaration on behalf of the applicant.  |
| [ ] | I agree to complete an impact assessment form as part my obligation to NCF. |
| [ ] | I approve of the information in this application. By including my name in this application it is deemed to be my signature for the purpose of this application. |

**Part F: Mandatory Checklist**

**Applicant Organisational Structure**

|  |  |  |
| --- | --- | --- |
| **Part of Application Form**  | **Type of Attachment**  | **Attached ?** |
| Company Structure (Not Applicable to Individuals) | A diagram of your company group structure— showing the legally registered name and incorporation  | [ ]  |

**Financial statements and cash flow**

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| --- | --- | --- |
| **Part of Application Form**  | **Type of Attachment**  | **Attached ?** |
| Financial Information | **Organisations Submit:** Financial statements (statement of financial performance/profit and loss; statement of financial position/balance sheet) for the previous 3 financial years (or for as many years company has been in existence if 3 years is not available) **Individuals Submit:** Cash flow forecast covering the project period.  | [ ]  |

**Project Budget**

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| --- | --- | --- |
| **Part of Application Form**  | **Type of Attachment**  | **Attached ?** |
| Project Budget | Detailed budget outlining how the overall project is being funded and the allocation of money. | [ ]  |
| Quotations | Quotations for each item in the budget from service providers. For product purchases, screenshots are acceptable. | [ ]  |