|  |  |
| --- | --- |
| **PERSONAL INFORMATION: [This section must be fully completed]** | |
| Project Proposal Title: |  |
| Name of Cultural Entrepreneur / Cultural Practitioner/ Government Entity submitting proposal: |  |
| Address: |  |
| Telephone #(s): |  |
| E-mail: |  |
| Cultural Sector Classification:  *(Ref to Section 12 (2) of CID Act 2013)* | *Eg. Film, Fashion, Music, Visual Art, etc.* |
| National Artists Registry Number |  |
| Business Category: | Individual □ Organisation □ |

Should you require assistance in completing this form, please contact the Business Development Officer at 417-6646 or email disa-forde-cook@ncf.bb.

|  |  |
| --- | --- |
| 1. **GENERAL INFORMATION** | |
| Proposal implementation start date: |  |
| Proposal implementation end date: |  |
| What are you Requesting? (*Please be clear in your request (eg: Funding/ Access to Tax Incentives/ Access to Duty Free Concessions*) |  |

|  |  |
| --- | --- |
| 1. **COMPANY DESCRIPTION** | |
| *Prompts:*  What business are you in? Explain your company’s main product or service.  Describe your most important company strengths and core competencies. What factors will make the company succeed? What do you think your major competitive strengths will be?  **Business Philosophy:** What is important to you in business? Why are you doing what you are doing? For example, a reason might be to have a healthy, successful company that is a leader in customer service and that has a loyal customer following. Objectives might be annual sales targets and some specific measures of customer satisfaction.  How long have you been in business? Do you export overseas? (list all the markets you export to) |  |

|  |  |
| --- | --- |
| 1. **EXPLAIN YOUR PROJECT [One page maximum)** | |
| Describe the purpose of your project.  Demonstrate the need for your project. Describe why it is important to carry out this project.  What is the benefit to the cultural and creative industries?  Who does your project target?  Provide the evidence to support the need for this project (e.g. research evidence/statistics on your target population and the issue being addressed)  Provide the objectives of the project. Describe the key activities that will be under taken during the project.  What are the expected short term and long term results of this project? (What are you hoping to accomplish from the implementation of this project?)  How do these results contribute to the development of the cultural and creative industries?  What is/are the economic benefit(s)/impact(s) of this project to the island of Barbados? |  |

|  |  |
| --- | --- |
| 1. **PROJECT IMPLEMENTATION ARRANGEMENTS [One Page Maximum)** | |
| Describe the proposed support structure for proposal implementation including all roles and responsibilities of persons who will be working on the project.  This includes a description of top management and what value they bring to the company as far as skills and experience. If there are many involved in top management, an organizational chart showing a flow of responsibility would be helpful. |  |

|  |  |  |
| --- | --- | --- |
| 1. **IMPLEMENTATION SCHEDULE** | | |
| Indicate the dates of the expected activities included in the project. You can use the form below or attach a separate sheet with a Gantt chart or other preferred method of chronicling the implementation schedule. | | |
| Activity | Start Date | Duration |
|  |  |  |
|  |  |  |

|  |
| --- |
| 1. **FINANCIALS** |
| Please submit the following for the project:   1. Detailed budget of the whole project, including and identifying the amount you wish to have funded by the grant 2. 12‐month profit and loss projection 3. a cash‐flow projection 4. a break‐even calculation.   Optional: You can also supply a three‐year profit and loss projection for company/individual applying to support your need for funding and provide evidence of good financial management.  You are encouraged to use the excel templates provided to complete this section. |

|  |  |
| --- | --- |
| 1. **MARKETING PLAN (One page maximum)** | |
| Describe what strategies you will use to take your product or service to market. What is your marketing programme?  Suggestions to include:   * Promotions * Discounts * Advertising * Distribution channels * Target markets   Setting product objectives and identifying target market segments significantly increases the chance that a product will be successful. The objectives and goals should be stated in measurable terms so that they can be measured during the program implementation and control phases of the marketing plan.  In describing the target markets, consider why a particular target market was selected and how the product or service meets the needs of the target market. |  |

**DECLARATION/STATEMENT OF VERIFICATION**

|  |  |
| --- | --- |
| [ ] | I declare that I have read and understood the Project Proposal guidelines and 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. |
| [ ] | 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. |

Proposals will be accepted only in proposal template format and can be submitted via electronic method (with the Excel attachments) to email address: [disa-forde-cook@ncf.bb](mailto:disa-forde-cook@ncf.bb).

Should you wish to submit one, a hard copy of the proposal can be delivered in a sealed envelope and addressed to:

CEO

National Cultural Foundation (NCF)

West Terrace,

St. James