



The MOWCAP-Asian Cultural Centre Grants Program

Application Guidelines

Background Information

What is the MOWCAP-Asian Cultural Centre Grants Program?

In the Asia Pacific region, many libraries, archives and memory institutions face formidable challenges: economic, climatic and geographic. The newly established MOWCAP Grants Program 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 Program 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, digitizing, exhibitions, publications) as well as to develop skills and resources (eg. workshops, training programs, expert assessments).

Grants of up to \$US10,000 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 (July-December 2018). The grants are administered through the MOWCAP Office, Asia Cultural Centre, Gwangju, Republic of Korea

The MOWCAP Grants Program is made possible through the generous support of the Asia-Cultural Centre.

Eligibility

Who can apply?

To apply for a grant through the MOWCAP Grants Program 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 their National MoW Committee or UNESCO National Commission

Note: Government agencies (archives, museums etc) may partner with a non-government organization 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 Grants Program 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

Applications must be submitted online via a link from the MOWCAP website:

www.mowcapunesco.org/grants

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

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 etc. **Submission of an application does not necessarily result in funding approval.**

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 (30 word limit)

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? (200 word limit)

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? Use of dot points is acceptable. You may wish to consider the following points when describing your project:

Project Outcome - What is going to be the final product of the outcome of your project (50 word limit)

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

Project Participants - Who is going to be involved in your project and what are their roles (50 word limit)

• 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 (300 word limit)

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 Grants Program funds and other funding sources being used for the project.

Assessment

Assessment Process

The MOWCAP-Asian Cultural Centre Grant Program applications are assessed by member of the MOWCAP Bureau.

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 funds (\$20,000) have been distributed.

Successful projects will be announced on the MOWCAP website after this process has been finalised. This is expected to be by July in the financial year. Applicants are encouraged to visit the MOWCAP website (mowcap.org) 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 money 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 program, 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.

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 July 2018.

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.

Reporting

At the conclusion of the project, organisations are required to provide a final Project Completion Report.

Publicity Guidelines

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

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 Program 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.

ACC

The Asia Culture Center (ACC) is an international arts and cultural exchange organization 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 ROK 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

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

E-mail: grants@mowcap.net

Website: www.mowcapunesco.org/grants