



**General Regulations
CARIBBEAN MOBILITY FUND
2023-2024**

Caribbean Mobility Fund

The **Caribbean Mobility Fund** is a program of the French Ministry of Culture (General Secretariat, the Cultural Affairs Directorates of Martinique and Guadeloupe, and the Culture, Youth and Sports Directorate of French Guiana, operated by the Institut français.

This program supports the mobility of Caribbean artists and culture professionals, within the Caribbean zone and to the United States, Canada and Brazil.

Recipients will receive financial assistance for their mobility in the form of a travel allowance if the application is submitted by an individual, or in the form of a project grant if the application is submitted by an organization.

RULES FOR APPLICATIONS FROM INDIVIDUALS AND ORGANIZATIONS

1. The candidate must be from one of the French Departments in America (DFA) or from a country of the Association of Caribbean States (ACS) (resident and working in the country for more than 5 years) or the head office of the candidate organization must be domiciled in one of the DFA or ACS countries listed below:
 - French Departments in America (DFA): Guadeloupe; Martinique; French Guiana
 - Association of Caribbean States (ACS): Antigua & Barbuda; Bahamas; Barbados; Belize; Colombia; Costa Rica; Cuba; Dominica; Dominican Republic; El Salvador; Grenada; Guatemala; Guyana; Haiti; Honduras; Jamaica; Mexico; Nicaragua; Panama; Saint Kitts and Nevis; Saint Lucia; Saint Vincent & The Grenadines; Suriname; Trinidad and Tobago; Venezuela
2. The aim of the Fund is to promote the mobility of Caribbean artists and cultural professionals, both within the Caribbean zone and to other countries, as follows:
 - Mobility projects must have a connection with Guadeloupe, Martinique or French Guiana.
 - Mobility is possible within the Caribbean zone (ACS and DFA) and to Canada, the USA and Brazil.
 - There can be no incoming mobility from Canada, the United States or Brazil.
3. The candidate or organization must present a creative, research or professional project on a subject or theme of their choice, in the disciplines listed below:
 - Architecture; Artistic training; Arts and crafts; Circus; Classical and contemporary music; Comic books; Cultural professions training; Design; Discussion of ideas (debates); Documentary; Dance; Digital technology; Fashion; Film; Literature; Modern music and jazz; Museum & heritage; Intangible cultural heritage; Photography; Pluridisciplinary; Theatre; Urban planning; Training in culture professions; Puppets; Video games; Storytelling; Street art; Visual arts; Sport and culture.
4. Priority will be given to requests for mobility assistance for:
 - Participation in key events,

- Training,
 - Market development,
 - Professionals' participation in transnational networks,
 - Time for research and artistic collaboration,
 - Invitations to debates, conferences and seminars,
 - Creative residencies.
5. This scheme is not intended to support the dissemination of projects or shows.
 6. The French cultural network (French Embassies, Instituts français and Alliances françaises) abroad will not be able to apply directly to the Caribbean Mobility Fund.
 7. The duration of mobility is at the discretion of the candidate or the applicant cultural organization or company.
 8. In line with the French National Low-Carbon Strategy (SNBC), the Institut français has set itself ten operational objectives to be achieved by 2025, brought together in a roadmap for the ecological transition. In agreement with its partners, the implementation of the Caribbean Mobility Fund is consistent with this eco-responsible dynamic. The candidate is encouraged to develop an eco-responsible approach to his/her project (using low-carbon transport whenever possible; pooling of travel, food, etc.). Candidates are encouraged to report on this approach when submitting their application. .
 9. The Institut français and its two supervisory ministries (Ministry for Europe and Foreign Affairs and Ministry of Culture) work to promote gender equality, parity and diversity. The Institut français is also in the process of obtaining the Equality label and the Diversity label from AFNOR. The selection committee will therefore pay particular attention to gender parity in the selection of artists, creators, authors and professionals who will be selected to benefit from the Caribbean Mobility Fund.
 10. The fund cannot be cumulated with the Overseas Arts and Cultural Exchange Fund (FEAC).
 11. The applicant or the organization undertakes to take note of the conditions of mobility to the destination country (health, administrative and climatic) before submitting an application.
 12. Applications must be complete.
 13. The rules must be accepted when applying online: "I hereby declare that I have read the rules and regulations of the Caribbean Mobility Fund 2023-2024 and accept their terms".

APPLICATION, SELECTION AND GRANTS PROCEDURES

No pre-registration will be accepted. Only submitted applications will be considered.

1. Applications must be submitted online, in French or English, via the Institut français platform. You must create an Institut français account in order to log in and submit an application on the platform for a travel allowance or a project grant: <https://www.ifprog.emundus.fr/> .
2. Projects are selected by a representative of the Institut Français and a representative of the Cultural Affairs Directorates (DAC) of Martinique and Guadeloupe, and the Culture, Youth and Sports Directorate (DCJS) of French Guiana.

3. Applications may be submitted continuously by artists and cultural professionals, as well as cultural structures or companies, between 1 February and 15 November (Institut français fiscal year):
 - Applications must be submitted at least 6 weeks before the start of the mobility program.
 - A representative of the Institut français will check the eligibility of the application within 10 days and give an opinion. The representative will send the file to be evaluated via the platform and by e-mail to a representative of the DAC/DCJS concerned by the mobility.
 - The representative of the DAC/DCJS concerned by the mobility will forward his or her evaluation. This will take precedence over the opinion of the Institut français. However, in the absence of a reply within 10 days, the Institut français' opinion will be deemed to have been accepted and the application will be closed.
 - The applicant will receive an agreement or refusal with confirmation of the amount of support within 3 weeks of submission.
 - The travel allowance contract for individual applicants or the project grant for structures must be established from this date and within a maximum of 2 months following the decision.
4. The Institut français provides financial support in the form of a travel allowance for individual applicants (artists or cultural professionals) or project assistance for cultural structures or companies, as described below. Payment may take up to 2 months.
5. Following the reorganization of the fund, air travel tickets, or other transports, are now the direct responsibility of the applicants.
6. Responsibility for arranging transport, repatriation insurance and visas, if applicable, lies with the individual candidate or organization.

ATTRIBUTION OF TRAVEL ALLOWANCES AND PROJECT GRANTS

<u>INDIVIDUAL CANDIDATES</u>	<u>ORGANIZATIONS</u>
<p>TRAVEL ALLOWANCE FOR ARTISTS OR CULTURE PROFESSIONALS</p> <ul style="list-style-type: none"> • Each artist or cultural professional may submit only one funding request per application for a mobility project in the year 2023-2024 (fiscal year). • The amount of the travel allowance is determined according to the candidate's estimated budget (transportation, insurance and visa costs, if applicable). • The allowance cannot exceed €2,200 per year. • If the allocation is confirmed, a contract is drawn up with the artist within a maximum of two months of the decision. 	<p>PROJECT GRANT FOR CULTURAL ORGANIZATIONS OR COMPANIES</p> <ul style="list-style-type: none"> • A cultural organization or company can apply to facilitate one or more individual mobility opportunities for a cultural or artistic project. • Each cultural organization or company may submit only one funding request for a mobility project in the year 2023-2024 (fiscal year). • The amount of mobility project assistance requested by an organization depends on the project budget submitted. • The grant may not exceed €8000 per application (corresponding to one or

<ul style="list-style-type: none"> • 90% of the total allowance will be paid on signature of contract. • The remaining 10% is paid on presentation of proof of travel (transport, insurance, visa, if necessary), even if the amount spent was less than estimated. The recipient must also provide a report on their mobility (objectives achieved, prospects, continuation of the project, etc.) within two months. • If the mobility programme was not completed, the travel allowance must be reimbursed, otherwise a new application cannot be submitted. 	<p>several artist mobility programmes of up to €2200) per year.</p> <ul style="list-style-type: none"> • If the project grant is confirmed, the organization must follow the Institut français' administrative procedure and obtain notification of support within 2 months of the decision. • The payment will be made to the organization in a single instalment. • The beneficiary organization must provide a report on the artists' mobility (objectives achieved, prospects, continuation of the project, etc.) within two months. • If the mobility programme was not completed, the organization may be requested to reimburse part of the travel allowance, otherwise a new application cannot be submitted.
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INFORMATION TO BE COMPLETED ON THE APPLICATION PLATFORM

<u>INDIVIDUAL CANDIDATES</u>	<u>ORGANIZATIONS</u>
<p><u>Mandatory fields to be completed</u></p> <p>Applicant</p> <ul style="list-style-type: none"> • Last name / First name / email / telephone number of applicant • Short presentation of the applicant • Nationality • Country of residence / postal address / postcode / city / country • Significant projects carried out in the field in question over the past 3 years • Requests already submitted to the Institut français via this scheme or other schemes <p>Project description</p> <ul style="list-style-type: none"> • Project title • Brief description of the project • Objectives and expected results • Main discipline* • Secondary discipline (if applicable) • Schedule (country, city and project location) • Project start and end dates 	<p><u>Mandatory fields to be completed</u></p> <p>Applicant</p> <ul style="list-style-type: none"> • Last name / First name / email / telephone number of applicant • Organization name • Legal status of the organization • Postal address / postcode / city / country • Human and material resources to implement the project • Significant projects carried out in the field in question over the past 3 years • Brief description of the organization • Creation date • Applicant's role • Requests already submitted to the Institut français via this scheme or other schemes <p>Project description</p> <ul style="list-style-type: none"> • Project title • Brief description of the project • Objectives and expected results • Main discipline* • Secondary discipline (if applicable)

*Please note: for Storytelling, indicate Theatre (and specify in the file) / for Documentary, indicate Film (and specify in the file) / for Sport and Culture, indicate Sports (and specify in the file)

Partners

- Other French institutions involved in the project and names of institutions if applicable
- Other local or European organizations involved in the project and names of organizations if applicable

Mandatory documents to upload

- An **artistic dossier** including:
 - ⇒ A **CV**
 - ⇒ A **portfolio** or **explanatory note** of artistic, professional or research work
 - ⇒ A **description of the mobility project** : copy of valid passport, dates, means of transport, an **estimate of the cost of transport, insurance and visa fees (if applicable)**.
- A **letter of invitation** from an organization or proof of commitment to an event or residency.

- Schedule (country, city and project location)
- Project start and end dates

*Please note: for Storytelling, indicate Theatre / for Documentary, indicate Film / for Sport and Culture, indicate Sports.

Partners

- Other French institutions involved in the project and names of institutions if applicable
- Other local or European organizations involved in the project and names of organizations if applicable

Mandatory documents to upload

- An **artistic dossier** including:
 - ⇒ A **presentation of the organization, its history**.
 - ⇒ A **note of intent** concerning the project and request for funding
 - ⇒ **The number of people involved in the mobility project, their CVs and a copy of their valid passports**
 - ⇒ A provisional **budget** linked to the funding request (indicating transport, insurance and visa costs if applicable, as well as expected income and partners).
- A **letter of invitation** from an organization or proof of commitment to an event, or proof of residency.