



APPLICATION GUIDELINES

24 February to 16 April 2023

ARTICLE 1 – Programme Description

Accès Culture is a programme co-sponsored by the French Development Agency (AFD) and the Institut français. Its goal is to support and provide funding for cultural projects in Africa in order to foster the creation of social ties and reinforce collaboration between African and French cultural agents. The programme intends for civil society organisations (CSOs) to partner with locally or regionally operated cultural establishments (conservatories, public art schools, etc.) who will then present a joint proposal for a project responding to a local need. The primary goal is to use culture as a means to create social ties by developing cultural activities for individuals who, for social, economic or geographic reasons, have otherwise limited access to such events.

ARTICLE 2 – Eligible Candidates

The projects must come from a civil society organisation (CSO), an association, a foundation or a cultural establishment of an African local authority (having at least 2 (two) years of existence) and must be carried out in pairs with a French partner and take place in an African country. The pairs can be formed in two ways :

- The African project holder is already in contact with a French partner and the latter submits a project in this sense;
- The African project holder does not have a contact person in France to set up his or her project and the Institut français and the local AFD agency (depending on its availability) work with him or her to identify a potential French partner and initiate the project's cultural engineering process.

In order to ensure that the proposed projects are truly part of an "equitable cooperation" approach, and that there are no opportunistic project proposals, particularly by the French part of the pair, the French structures will have to prove that they have already carried out similar projects in France or in Africa, which could guarantee the legitimacy of these operators in the field. Be legally registered with the competent authorities and be able to provide a legal document allowing to identify the statutes, the members of the

board of directors, the governance bodies or the shareholders, and demonstrate good governance practices and transparency in the decision-making process.

They must also have a bank account in the name of the African structure capable of receiving international transfers.

Structures that have already benefited from Accès Culture support, in the framework of new projects with a new partner, or in the follow-up of previously supported projects with the same partner, are also eligible, as long as these projects are completed at the time of the call.

ARTICLE 3 – Eligible projects

Eligible projects should :

- Be implemented in Africa;
- Have a maximum implementation period of 3 years;
- Be a cultural cooperation project co-constructed between a structure based in France and a structure based in Africa (eligible structures are: associations, foundations, cultural establishments of local authorities that have been in existence for at least 2 years);
- To be part of a cultural action approach as a factor of social ties at the benefit of local populations, in particular those who are furthest away from the cultural offer, and for the benefit of the SDGs, such as (non-exhaustive list) :
 - . Artistic education project
 - . Action aimed at vulnerable populations (young people, women, etc.)
 - . Setting up professional meetings in the arts and culture sector
 - . Cultural exchange and training programme between schools
 - . Capacity building in cultural mediation
 - . Transfer of competence/social action project
 - . Awareness-raising action through culture on Sustainable Development themes

The evaluation will consider the following elements :

- clearly present the aims and expected results of the project (including a direct impact on social ties)
- Ability to meet the selection criteria (/15) of the project support by :
 1. Demonstrating strong and enduring collaboration between the partners /5
 2. Featuring a high-quality project (purposeful, feasible, impactful, enduring) /5
 3. Incorporating the SDG and the idea of creating social ties /5

Special consideration will be given to projects :

- Projects that are part of a process to reduce gender inequalities, with the establishment of a target of 50% of projects led by women and a target of 10% of projects that are gender sensitive/targeting women;
- Projects involving African diasporas present in France;

- Projects with a capacity building/training component;
- Projects involving people with disabilities;
- Projects involving awareness-raising actions on the ecological transition through culture.

The following are not eligible for consideration:

- Projects that are based solely on art or on a live event.
- Projects proposed by private businesses (LLC, PLC, etc.).
- Projects proposed by an individual applicant.
- Political, partisan, or religious projects
- Projects receiving funds from the French Ministry of Europe and Foreign Affairs, the Ministry of Culture, the French Development Agency or the Institut français of Paris (IF).

Grantees of the Accès Culture 1 will be eligible for Accès Culture 2.

ARTICLE 4 – Permitted Spending

All necessary costs incurred to carry out the project* (other than investment costs with the exception of small investments**) are permitted. Such permitted spending may cover purchasing costs, supplies and services, stipends, travel costs and permits, publicity, etc.

*Travel, lodging, per diem compensation, shipping of goods, insurance, airport taxes, travel visas, stipends, copyrights, subtitling or super-titling, captioning, publicity, space or supply rentals, set building, and construction of temporary structures.

**In terms of tools, only equipment indispensable to properly carry out the project may be purchased with these funds. The purchases may not exceed 30% - 40 % of the project's budget. This applies to small tools or to small renovation projects to better facilitate the accommodation of the public. Use of funds for major investments and operational costs (electricity, rent, etc.) are not permitted.

ARTICLE 5 – Submission Process

Project proposals must be submitted by the African entity to the Institut français' platform IFprog <https://www.pro.institutfrancais.com/fr/offre/accesculture>.

Each partner must complete the application form and include :

- The project outline ;
- A timeline ;
- A budget estimate ;
- A balance sheet for the previous year ;
- The signed declaration of integrity (appendix 1)
- Film yourself! Present us your project in 2 minutes. Special attention will be paid to video.

ARTICLE 6 – Financing

The type of funding is as follows: partnership projects should have a duration of three years and be eligible for a project grant of between €60,000 and €75,000.

The granted amount may not surpass 50% of the project's overall budget. Partners must co-fund at least 50% of their proposed projects (either cash or securities) from a source other than the Institut français or the French Development Agency. Funds will be transferred to the African partner who will then be responsible for their management. The grant will entail a three-fold agreement between the Institut français and the two partners.

ARTICLE 7 – Project selection

There will be a two-step selection process:

- 1) Commissions will be held in each country composed of representatives of the AFD agency, the SCAC and the IF, who will prioritise the projects they consider most relevant.
- 2) The list of candidate projects will be consolidated by the IF in Paris, and a final commission composed of representatives of AFD, the IF, the Ministry of Culture and the Ministry of Europe and Foreign Affairs will select the projects to be supported.

ARTICLE 8 – Timeline

- **24 February 2023** : Launch of the call for projects with application on the website page:
<https://www.pro.institutfrancais.com/fr/offre/accesculture>
- **16 April 2023** : Closing of the call for projects and selection committees
- **Mid-June 2023** : Grant recipients will be announced

ARTICLE 9 – Project Evaluation

Upon completion of the project, the partners will submit an activity report to the Institut français including the completed self-evaluation chart regarding the goals of the project provided when the contract was signed.

ARTICLE 10 – Diligence procedure

- The eligibility criteria (article 2) for project holder eligible for funding must include the following requirements:

- 1) One of the project holder's activities or the activity being supported must not be present on the "exclusion list for AFD Group in foreign countries";

(See: https://www.afd.fr/sites/afd/files/2017-10/exclusion-list-afd_0.pdf) ;

- 2) A sufficient level of maturity of the company/project;
- 3) The existence of a means of payment for the financing of the project holder involving either a bank account, a mobile payment system or an electronic transfer.

- After selection by the selection committee, there is a due diligence exercise which is carried out in 6 (six) steps:

- 1) Obtain a document identifying the project holder(s) and / or the shareholder(s) physical person(s) (and/or private contributor(s) physical person(s) in the case of an association).
- 2) Obtain a list of the officer(s) and members of the board of directors or equivalent of the beneficiary legal entity.
- 3) Verification of the presence of negative information about the beneficiary legal person and its manager(s) on an online search engine in order to assess their integrity (suspicion, investigation, current or past legal proceedings...).
- 4) Verify the absence of the project holder legal entity, its manager(s), promoters and members of the Board of Directors, its shareholder(s) legal entity(ies) (its private contributor(s) legal entity(ies), if applicable) and its shareholder(s) physical person(s) (its private contributor(s) physical person(s), if applicable), on the lists of persons, groups or entities subject to financial sanctions by the United Nations, the European Union and France.
- 5) Obtain the identification documents of the beneficiary legal entity (certificate of registration or equivalent, articles of association) and financial documents making it possible to evaluate the company's balance sheet and income (financial statements, certified accounts, resource-employee account, if applicable).
- 6) Analyze the economic consistency between the legal entity's activity and its income generated through the financial documents obtained. If there is any inconsistency, obtain additional justification. Particular attention should be paid to legal persons with an activity involving the collection of mainly cash.
Question the project holder(s) and/or shareholder(s) physical person(s) (the private contributor(s) physical person(s), if applicable) on the economic consistency of their involvement by obtaining information relating to their background (curriculum vitae,...) and

on the origin of the funds invested in the legal entity, on the date by obtaining the financial documents justifying precisely the origin of the contributions to the capital.

- All the documents collected will be kept for a minimum period of 5 years after the end of 2026 for archiving.
- In the following cases:
 - 1) impossibility to identify the beneficiary legal entity, the project holder(s) and/or the shareholder(s) physical persons (and/or private contributors physical persons in the case of an association);
 - 2) presence of the beneficiary legal entity, its manager(s), promoters and members of the Board of Directors, its shareholder(s) legal entity(ies) (its private contributor(s) legal entity(ies), if applicable) and its shareholder(s) physical person(s) (its private contributor(s) physical person(s), if applicable), on the lists of persons, groups or entities subject to financial sanctions by the United Nations, the European Union and France;
 - 3) incoherence between the activity of the beneficiary legal person and the income generated;
 - 4) lack of economic coherence of the operation for the project holder(s) and/or shareholder(s) physical person(s) (private contributor(s) physical person(s), if applicable);
 - 5) suspicion that the origin of the funds of the beneficiary legal entity and the project holder(s) and/or shareholder(s) is due to a crime or misdemeanor.

The financing will not be provided, the AFD will be informed and/or the competent authorities will be seized and the project holder will not be informed of this alert.

The project holder must submit the signed declaration of integrity in Annex 1 as part of the application file.