



CULTURAL CENTER OF THE INTER-AMERICAN DEVELOPMENT BANK

CULTURAL DEVELOPMENT PROGRAM

I. Characteristics and objectives:

The Cultural Development Program seeks to support cultural projects that have social impact in the Bank's member countries in Latin America and the Caribbean. The program is an extension of the activities of the IDB Cultural Center, which works to enhance the Bank's leadership role in the comprehensive development process of nations.

The objectives of the program are to: recognize and stimulate the training activities of cultural development centers; communicate and disseminate institutional or communal experiences worthy of being used locally or regionally; promote the restoration and preservation of historical cultural heritage; support the education of cultural facilitators and the development of artistic manifestations such as craft making, visual and plastic arts, music, dance, theater, literature, or any other area of cultural expression that benefits individual and community development; and support their sustainability.

The Cultural Center, in addition to proposing the regulations and guidelines for presenting projects, may evaluate the activities and suggest possible changes in their execution and/or administration, in order to make the best use of the funds.

The IDB Country Offices advertise the program in the local cultural media, identify initiatives worthy of consideration to receive program sponsorship, supervise the projects, and channel the resources, with the Cultural Center's approval.

II. Regulations: The program is subject to the following regulations:

Selection Process:

- A. Projects to be considered under the program must be submitted through the online electronic form before February 28th of the year in which the funds will be awarded.
- B. The IDB Country Offices conduct an initial evaluation of the projects and preselect those that best match the program's parameters. Preselected projects are then reviewed by the Selection Committee of the IDB Cultural Center in Washington, DC.
- C. When the selection process is over, the Cultural Center and the Country Offices will contact only those institutions whose proposals have been approved by the Selection Committee to receive funding.
- D. The Selection Committee's decision is final and will be announced at the end of May of each year.

Elegibility:

- E. Only legally registered non-profit institutions with no less than five years of registration, and with a minimum of five years of experience in the cultural and artistic fields may apply. The institution must have a local bank account registered under its legal name.
- F. Institution must be registered in one of the 26 IDB member countries.
- G. The institution may submit only one proposal.

Proposal:

- H. Initiatives with financing needs ranging between US\$3,000 and US\$7,000 may be submitted.
- I. The program supports cultural activities and may not be used to cover the salaries, administrative expenses, and/or food or similar items of the institution applying for the funds.
- J. Activities or production of materials that are, by nature, short-lived or repetitive, such as annual awards or honors or the exclusive production of books, CDs, videos, movies, etc., are not eligible for funding.

Counterpart and sustainability:

- K. The program aims to support small cultural projects and promote their sustainability by collaborating with other entities and mobilizing other resources in each community.

General:

- L. Based on the program's available resources, the Cultural Center will select the projects to be funded. The funding allocated will expire at the end of each year and may not be carried over to the following year. At least two thirds of the project must be executed within the calendar year in which the funds are received.
- M. The sponsorship of the Cultural Development Program of the Inter-American Development Bank's Cultural Center must be specified on any material related to the approved project, whether printed, electronic, or digital, and the logo of the IDB Cultural Center is to be included.
- N. Every project executed must, within 30 days of completion, prepare a report for the Center on the contribution made to the local community. Justification of expenses, manuals and educational materials, as well as publicity produced, and photographic material should also be included.
- O. To give other entities the opportunity to obtain economic assistance, institutions may only receive financial support under the program once.
- P. Standards of ethics prohibit any Bank employees and/or relatives from participating in this program or serving in an advisory capacity on any project.
- Q. The Cultural Center may decline to fund any proposal that, in its judgment, does not match the criteria necessary to justify implementation.

III. Proposal requirements:

The proposal must be submitted through the online electronic form: <http://bit.ly/1hlx0bg>
Printed proposals or those received via email will not be accepted.
Complete the online form with the following information:



1. Institution

- Name of Institution; description of the institution's experience in the cultural and artistic field; address; email; phone; Web page; Facebook; Twitter.
- Person in charge of the institution: name, title, email, phone.
- Persona in charge of the project: name, title, email, phone.
Indicate the name of the person responsible for developing the project. This person will work with the IDB Country Office and the IDB Cultural Center to organize and implement the project. Describe your professional experience.

2. Project

- Project Title.
- Project Location: city; place where project will be carried out.
- Project Objectives: describe the expected outcomes.
- Project Description: the Program selects training projects that promote **knowledge transfer** to preserve and restore historical and cultural heritage, recover traditions and artistic development that benefits community development, and promotes sustainability.
- Detail the activities needed to complete the project: the Program selects training projects following the model of "trainers of trainers" due to its positive multiplier effect. The workshops should train people who in turn will be able to train others.
- Display content of workshops / training courses: Include practical applications after receiving this course.
- Number of hours per week devoted to training / workshops: hours per day during the week.
- Number and name of trainers: indicate number, name and experience of workshop facilitators/instructors, researchers. Apply the "training the trainers" model to replicate the experience. Include the facilitator/instructor fee per hour in the budget.
- Number of beneficiaries.
- Indicate the selection process of beneficiaries.
- Indicate names of persons / teachers, institutions, schools, cooperatives and / or communities with which the institution will work.
- Indicate location where the workshops are going to take place: Place where the workshops will be offered. Who owns the premises where the workshops will take place.
- Justify how it is expected to benefit the community.
- Indicate how the assistance requested from the Cultural Development Program will be instrumental for the implementation of the project.

3. Work Plan Timeline

The Program's grant will cover a maximum of six months of the project, which should run preferably from July to December of the year of the call. Follow the attached timeline form.

4. Cost of the Project & Counterpart

Initiatives with financing needs ranging between US\$3,000 and US\$7,000 may be submitted. ** A Cultural Development grant covers only a portion of the project. Institutions must be able to obtain remaining resources required through additional counterparts to implement the project.

Cost of the Project: provide in detail the costs covered by the institution and the counterparts (in local currency and U.S. dollars.)

Counterpart funds may be made by the same institution or other contributors. Indicate the amounts and type of contribution in cash, materials or services received by the project from other participating institutions.

Follow the attached model of a budget format.

Counterpart: include name (s) of institution (s), collaborator (s), contributor (s), address, phone and email of those providing resources.

5. Sustainability of the project

Include specific actions in the short, medium and long term, and establish strategic partnerships for the sustainability of the initiative (to replicate experience) over time: short-term, medium-term and long-term planning.

6. Strategic partnerships

Include the participation of the community and leaders. Indicate additional partnerships to strengthen the initiative; indicate what specific practical commitments are sought in the cultural and artistic field or with other entities, individuals, community leaders, etc. How will the project be replicated in the future. Describe and give more information on how to establish additional collaborations with other local institutions, especially academic (universities), tourism, businesses, etc. Indicate the institutions or persons collaborating as partners with the project.

Include 2 letters of commitment established with partners for the implementation of the project.

7. Optional: Video:

Include a 3-minute video that shows the experience of the institution.

Work Plan Timeline						
Description of Activities	Month 1	Month 2	Month 3	Month 4	Month 5	Month 5
	X			X		
				X		
		X			X	
					X	
	X					

BUDGET										
DESCRIPTION	DETAIL	UNIT OF MEASURE	QUANTITY	BY OWN INSTITUTION		COUNTERPART		COUNTERPART		TOTAL
				Cost Local Currency	Cost US\$	Cost Local Currency	Cost US\$	Cost Local Currency	Cost US\$	
TOTALS										

IV. Country Offices of the Inter-American Development Bank in the region:

• **ARGENTINA**

Calle Esmeralda 130,
pisos 17, 18, 19, 20
Buenos Aires
Tel. 4320-1800

• **BAHAMAS**

IDB House
East Bay Street
Nassau
Tel. 396-7800

• **BARBADOS**

"Hythe" Welches Maxwell Main
Road
BB17068, Christ Church
Tel. 627-8500

• **BELIZE**

Belize Marina Towers
1024 Newton Barracks
Belize City
Tel. 221-5300

• **BOLIVIA**

Av. 6 de Agosto N°2818
La Paz
Tel. 2217-7700

• **BRAZIL**

Sector de Embaixadas Norte
Quadra 802 Conjunto F
Lote 39 - Asa Norte
70.800-400 Brasília, D.F.
Tel. 3317-4200

• **CHILE**

Avda. Pedro de Valdivia 0193
10º piso
Santiago
Tel. 431-3700

• **COLOMBIA**

Carrera 7a., No. 71-21, Edificio
Bancafé
Torre B, Piso 19, Bogotá
Tel. 325-7000

• **COSTA RICA**

Edificio Centro Colón, piso 12
Paseo Colón, entre calles 38 y
40
San José
Tel. 2523-3300

• **DOMINICAN REPUBLIC**

Avda. Winston Churchill esquina
calle Luis F. Thomen, piso 10,
Torre BHD
Santo Domingo
Tel. 562-6400

• **ECUADOR**

Avda. 12 de Octubre 1830 y
Cordero
Edificio World Trade Center - Torre
II, piso 9
Quito
Tel. 299-6900

• **EL SALVADOR**

Edificio World Trade Center,
Torre 1
Piso 4, 89 Avenida Norte y Calle
El Mirador
San Salvador
Tel. 2233-8900

• **GUATEMALA**

3ª Avenida 13-78
Torre Citigroup, 10º Nivel
Zona 10 Guatemala
Tel. 2379-9393

• **GUYANA**

47-High Street, Kingston
Georgetown
Tel. 225-7950

• **HAITI**

6, Rue Puits-Blain
Route de Freres
Petion-Ville
Tel. 2812-5000

• **HONDURAS**

Colonia Lomas del Guijarro Sur
Primera Calle
Atrás Escuela Hostelería Los
Sauces
Tegucigalpa
Tel. 2290-3500

• **JAMAICA**

40-46 Knutsford Blvd., 6th floor
Kingston 5
Tel. 764-0815

• **MEXICO**

Avda. Paseo de la Reforma 222,
Piso 11
Colonia Juárez
06600 México, D.F.
Tel. 55-9138-6200

• **NICARAGUA**

Edificio BID
Km. 4 ½ Carretera a Masaya
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Tel. 264-9080

• **PANAMA**

Avda. Samuel Lewis
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Panamá 5
Tel. 206-0900

• **PARAGUAY**

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Extranjera
Asunción
Tel. 616-2000

• **PERU**

Paseo de la República 3245,
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Tel. 215-7800

• **SURINAME**

Peter Bruneslaan 2-4
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• **TRINIDAD AND TOBAGO**

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• **URUGUAY**

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• **VENEZUELA**

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