

Application Cover for “Cultural Exchanges and Collaborative Projects between (the Regions of) West Asia and South Asia with Taiwan”

Please affix this cover page to the application package

Delivery Date: Year / Month / Date

Collection Date: Year / Month / Date

The postmark shall serve as proof of submission before the set deadline for mailed applications; the date stamped by the receiving unit will serve the same function for hand-delivered applications.

To: The Ministry of Culture

Application for

(Year) Cultural Exchanges and Collaborative Projects
between (the Regions of) West Asia and South Asia with
Taiwan

Mailing Address:

The Ministry of Culture

Department of Cultural Exchanges

No. 439 Zhongping Road 13 Floor (South Building), Xinzhuang District, New Taipei City, Taiwan (R.O.C.)

Name:	(Name of Applicant)
Address:	(Address of Company)

Proposal Cover for “Cultural Exchanges and Collaborative Projects between (the Regions of) West Asia and South Asia with Taiwan”

Please affix this cover page to the proposal

Application Number

To: The Ministry of Culture

Application for

**(Year) Cultural Exchanges and Collaborative Projects
between (the Regions of) West Asia and South Asia with
Taiwan**

Name	(company name)
Title	(project title)
Proposed Time of Implementation	Year / Month / Date To Year / Month / Date

Year / Month / Date

Application Checklist

Please submit required documents in following order:

I: Application Forms (see Attachment A)

II: Project Proposal (see Attachment B)

III: Affidavit (see Attachment D)

IV: Supporting Documents

1. Copy of company registration certificate.
2. Proof of nationality for the recommendee(s).
- 3.
4. Letter of intent to participate in the exchange program by the recommendee(s), including signature, e-mail, and phone number.
5. Recommendation letter(s) regarding the recommendee(s) and an explanation of the selection process employed by the applicant.
6. Documentation from the recommendee(s) of relevant experience from the past three years that relate to the scope of the proposed project.
7. A list of international cultural personnel expected to participate in the proposed project (required for Category C applicants).
8. For each international cultural personnel expected to participate, please provide his or her CV, relevant experience from the past three years regarding the scope of the proposed project, and collaborative role in the project's implementation (required for Category C applicants).

V: Application Cover Page

VI: Proposal Cover Page

VII: Applications and proposals shall be entirely submitted in Chinese.

VIII: Each applicant shall submit a set of proposals (10 copies required) that are bound or stapled on the right-hand side; please do not use adhesive binding. Each applicant is also required to submit a CD containing a digital copy of the application and proposal in Microsoft Word format.

Contact Person:

Phone Number:

Company Seal:

Attachment A: Application Forms

Application Number: (Assigned by the Ministry)

Application Date: (Year / Month / Date)

I: Applicant Information

Applicant Name		Company Director		
Company Registration Number		Company Liaison		Name: Department: Position:
Banking Information <small>*For transfer purposes if project is selected</small>	Bank: Account Holder: Account Number:	Liaison Information	Phone	
			Fax	
			Cell	
			Email	
Company Address				

II: Applications Specified by Each Category

Category A: Collaborative Cultural Projects Based in Taiwan (Form 1 of 2)

Application Form	
Project Title:	
Start and End Dates of Proposed Project:	<input type="checkbox"/> Year/Month/Date to Year/Month/Date <input type="checkbox"/> Duration of Project:
Project Summary:	
Have you or any of the recommendees ever received funding from Taiwan's Ministry of Culture? If so, please list the dates and details:	<input type="checkbox"/> Yes (Please list the details below) <input type="checkbox"/> No
Promotion of project results: Please include a detailed description of the date, venue, and strategy (such as the number and type of events) for promoting the project results in Taiwan.	Date: Location: Description:

Category A: Collaborative Cultural Projects Based in Taiwan

(Form 1 of 2: One form per recommendee)

Name of Applicant (As stated in passport)		Gender		Date of Birth	
Nationality		Passport Number			
Email		Phone Number			
Current Employment (Skip if not applicable)					
Home Address					
Duration of Visit	Estimated Arrival (Year / Month / Date): Estimated Departure (Year / Month / Date):				
Intended Place of Residence in Taiwan	Address:				
Field(s): (Please check all that apply)	<input type="checkbox"/> Artist Residency <input type="checkbox"/> Research <input type="checkbox"/> Literary / Artistic Creation <input type="checkbox"/> Training / Mentorship Program <input type="checkbox"/> Traditional Arts <input type="checkbox"/> Exhibition / Performance <input type="checkbox"/> Observatory Studies <input type="checkbox"/> Interview / Media Work <input type="checkbox"/> Field Research / Documentation <input type="checkbox"/> Product Debut <input type="checkbox"/> Transnational collaboration / co-production <input type="checkbox"/> Other: (Please specify) _____				
Please list relevant experience, accomplishments or results stemming from cultural exchanges with Taiwan during the past three years.					
Copy of Personal Identification / Passport					

Category B: Collaborative Cultural Projects Based in West or South Asia (Form 1 of 2)

Application Form	
Project Title:	
Start and End Dates of Proposed Project:	<input type="checkbox"/> Year / Month / Date to Year / Month / Date <input type="checkbox"/> Duration of Project:
Project Summary:	
Has this proposal (or a similar plan) ever received funding from Taiwan's Ministry of Culture? If so, please list the dates and details:	<input type="checkbox"/> Yes (Please list the details below) <input type="checkbox"/> No
Promotion of project results: Please include a detailed description of the date, venue, and strategy (such as the number and type of events) for promoting the project results in West or South Asia.	Date: Location: Description:

Category B: Collaborative Cultural Projects Based in West or South Asia (Form 2 of 2: One form per recommendee)

Name of Applicant (As stated in passport)		Gender		Date of Birth	
ROC National ID					
Email		Phone Number			
Current Employment (Skip if not applicable)					
ROC Address					
Duration of Visit	Estimated Arrival (Year / Month / Date): Estimated Departure (Year / Month / Date):				
Intended Place of Residence in West or South Asia	Address:				
Field(s): (Please check all that apply)	<input type="checkbox"/> Artist Residency <input type="checkbox"/> Research <input type="checkbox"/> Literary / Artistic Creation <input type="checkbox"/> Training / Mentorship Program <input type="checkbox"/> Traditional Arts <input type="checkbox"/> Exhibition / Performance <input type="checkbox"/> Observatory Studies <input type="checkbox"/> Interview / Media Work <input type="checkbox"/> Field Research / Documentation <input type="checkbox"/> Product Debut <input type="checkbox"/> Transnational collaboration / co-production <input type="checkbox"/> Other: (Please specify) _____				
Please list relevant experience, accomplishments or results stemming from cultural exchanges with West or South Asia during the past three years.					

Copy of ROC National ID (Please include both back and front side)

Category C: Collaborative Cultural Projects Based in West Asia, South Asia, and Taiwan (Form 1 of 2)

<p>Duration of Project</p>	<p>Please specify the dates for each country involved in the project:</p> <ol style="list-style-type: none"> 1. (Country): Start Date (Y/M/D) to End Date (Y/M/D) 2. (Country): Start Date (Y/M/D) to End Date (Y/M/D) 3. (Country): Start Date (Y/M/D) to End Date (Y/M/D)
<p>Reasoning Behind the Selection of Countries</p>	
<p>Proposed Collaboration and Exchanges (Please itemize by country)</p>	
<p>Has this project applied for funding from the National Performing Arts Center, the National Culture and Arts Foundation, the Ministry of Culture or its subordinate organizations?</p>	<p><input type="checkbox"/> Yes (Please list the details below)</p> <p><input type="checkbox"/> No</p>

Category C: Collaborative Cultural Projects Based in West Asia, South Asia, and Taiwan (Form 2 of 2: One form per recommendee)

Name of Applicant (As stated in passport)		Gender		Date of Birth	
ROC Nationality	<input type="checkbox"/> Yes <input type="checkbox"/> No	ROC National ID (Or passport number)			
Email		Phone Number			
Role and scope of responsibility in project implementation					
Home Address					
Duration of Visit	Estimated Arrival (Year / Month / Date): Estimated Departure (Year / Month / Date):				
Please list relevant experience, accomplishments or results stemming from global cultural exchanges during the past three years.					
Copy of Personal Identification / Passport					

III: List of Total Funding Applied / Received

* All expenditures need to be converted and listed in New Taiwan Dollars (NT\$)

Total Budget (1 + 2 + 3)		1: Independent/Self- procured Funding:	
2: Requested Funding from the Ministry of Culture:	Category A: Projects Based in Taiwan Requested Funding: NT\$ Items Seeking Reimbursement: Category B: Projects Based in West/South Asia Requested Funding: NT\$ Items Seeking Reimbursement: Category C: Bilateral or Multilateral Projects Requested Funding: NT\$ Items Seeking Reimbursement:	3: Other Stipends (if applicable)	

To: The Ministry of Culture

Company Seal:

Attachment B: Proposal Outline & Format

Please adhere to the following format specifications: A4 double-sided print, Standard Kai (DFKai-SB) reading from left to right, font size 14, numbered pages, and presentation of information in the order stated below.

I: Introduction (limited to two pages)

Company outline and operational summary of the past three years.

II: Overview

III: Objectives

IV: Proposal (Must include the following items)

A. Implementation and methodology:

Project scope and core objectives; detailed description of proposed cultural exchange; list of personnel and areas of responsibilities; stages of implementation and timeline; promotional strategy and marketing campaign; and expected benefits and reach.

B. Answers to all the applicable questions listed below:

1. **Category A:** Please detail the reasoning and process employed in the selection of recommendees; introduce the recommended foreign nationals and expand on how they can help fulfill the project's objectives.
2. **Category B:** Please detail the reasoning and process employed in the selection of recommendees; introduce the recommended ROC nationals and expand on how they can help fulfill the project's objectives.
3. **Category C:** Please provide a list of recommendees; proof of nationality; resumes; documentation regarding the requirements listed in Section 2 of Article 5 concerning achievements in relevant cultural fields; information on recent work or experience; the role and scope of each recommendee, as well as his/her travel plans and departure dates. The proposal should also include core objectives, details of the exchange program, unique characteristics of projected results (it reflects Taiwan in what ways?), expected benefits (qualitative and

quantitative measures), methodology, detailed information on the event/venue(s), and a comprehensive promotion campaign.

C. International promotion of project results

Please include a detailed description of strategy for promoting the project results, tentative location, date, and venue.

D. Expected benefits and reach

Please provide a descriptive text or graphical representation of the proposal's expected qualitative and quantitative benefits.

E. Implementation schedule and milestones.

F. Budget (please see Attachment C)

G. Proof of professional competence

Documentation demonstrating that the recommendee is not in violation of Section 2 of Article 5 and is in compliance with the requirements listed in Section 2 of Article 2 concerning artistic works, performances, curations, or results of preservation efforts completed within the past three years; information on recent work or experience; list of awards and accolades; summaries of related media coverage; and a CD containing files of printed, audio, or video works in a file type that can be opened with standard personal computer software.

V: Supporting Documentation (limited to ten pages)

Other supporting documentation, including relevant cultural exchange activities organized by the applicant within the past three years. Documentation may be presented through audiovisual material, reports, pictures, posters, media coverage, or a summary report on the foreign cultural professionals who have visited Taiwan on behalf of the applying organization.

Attachment C

Total Project Budget by Expenditure Category

* All expenditures need to be converted and listed in New Taiwan Dollars (NT\$)

Estimated Total Expenditure		Independent/Self-procured Funding	Additional Stipends	Requested Funding from the Ministry of Culture	
Breakdown by Expenditure Category					
Please list airfare for inviting personnel to Taiwan and for sending personnel to West/South Asia separately					
Expenditure Category	Type of Expenses	Cost per Unit	Number of Units	Total Cost	Details/Breakdown of Expenses
Ex: Transportation and Travel Fees	Airfare	12,000	3	36,000	Round-trip tickets for West/South Asian personnel to visit Taiwan (3 recommendees x 12,000 per ticket)
Ex: Project Promotion	Publishing Expenses				
	Venue Rental Fee				
	Promotional /Marketing Expenses				
	Creative Expenses				
Total					

List of Total Funding Applied / Received	Amount	Details	
Independent/Self-procured			
Ex: Corporate Sponsorship			
Ex: Ministry of Culture			
Ex: Ministry of Foreign Affairs			
Total			
Breakdown of Requested Funding from the Ministry of Culture Please list airfare for inviting personnel to Taiwan and for sending personnel to West/South Asia separately			
Expenditure Category		Amount	
Ex: Airfare for recommended personnel		36,000	
Breakdown of Requested Funding from Other Agencies			
Agency	Expenditure Category	Status of Request	Requested Amount
Ex: Ministry of Foreign Affairs	Expenses for Promotional Materials	<input type="checkbox"/> In Process <input type="checkbox"/> Approved	
Ex: Cultural Bureau of the Taipei City Government	Venue Rental Fee	<input type="checkbox"/> In Process <input type="checkbox"/> Approved	
Total			

Attachment D: Affidavit

To: The Ministry of Culture

This proposed project, titled _____, has never been a recipient of funding from the National Performing Arts Center, the National Culture and Arts Foundation, the Ministry of Culture or its subordinate organizations.

Affiant (Applicant):

Company Director:

(Company Seal)

(Year) - (Month) - (Date)