



# LECHWE TRUST

a Charitable Trust for the Visual Arts in Zambia

## LECHWE TRUST GRANT APPLICATION GUIDELINES

### AIMS OF LECHWE TRUST

The aims and objectives of Lechwe Trust are to promote and encourage the visual arts in Zambia and provide assistance and encouragement to Zambian artists to further their artistic knowledge and education.

### PRIORITY AREAS

Lechwe Trust distinctively gives priority to applications and initiatives reflecting Lechwe Trust's objectives and core areas of interest in promoting the visual artistic development of Zambian artists, specifically individuals, groups, institutions of learning and companies with emphasis on participation at local art centres, colleges and universities.

Current and past activities focus on the following areas:

- provision of grants and educational scholarships in Zambia and abroad for talented Zambian artists
- provision of artistic advice and financial support options and support to individuals, groups and museums working towards the promotion of the visual arts including: painting, drawing, sculpture, ceramics, contemporary and traditional crafts in Zambia
- provision of financial support to attend or participate in approved visual arts training programmes at lower and advanced levels locally and internationally
- the preservation and display of the material culture of Zambia
- promotion and co-financing of visual art exhibitions and workshops in Zambia and within the SADC region.

## **1. SCOPE OF GRANTS**

Lechwe Trust offers a limited number of small grants for specific art related project proposals and art related activities that closely align with LT priorities in the following areas.

- visual artistic training
- art teacher training at Diploma level
- fine art training at Degree levels
- art workshop participation locally and abroad in exceptional circumstances
- higher education in art training
- art restoration and preservation of material culture

## **2. WHO CAN APPLY**

- Candidates with acceptance or offer letter to study for visual artistic training at lower and advanced levels locally and internationally
- Up-coming and established artists with proof of invitation to attend local or international workshops and can prove that they will be able to provide the additional funds
- Visual artistic centres, groups and visual artists who intend to carry out local visual artistic activities, e.g. workshops and lectures to artists, and have proof that they can provide additional funds for their presentation
- Students pursuing an art teacher diploma
- Students applying for university programmes in art related subjects
- Established artists for further studies regionally
- Established artists for local and international workshops
- Artists showing potential for exhibition assistance locally

## **3. GRANT TYPE AND SIZE**

Grant amounts are needs-based and will typically be partial amounts of an application. Funding is contingent upon the applicant raising required matching funds. Applicants are encouraged to find ways to raise some of the funds through their own efforts.

For grants under \$500 the applicant must provide 10% of the total amount of the funds. For grants over \$500 the applicant must provide 20% of the total amount of the funds.

#### **4. CRITERIA FOR REVIEW OF GRANT APPLICATIONS**

There are different terms and requirements for applications based on the nature of activities for which the grant is required.

##### **4a Student/Individual Grant Applicants:**

Applicants should provide a covering letter including details demonstrating:

- how the activity will improve their own artistic development
- how the activity will contribute to the enhancement of art in Zambia
- the applicant's own contribution to the proposed activities
- the potential or ability to access or raise additional funding from other sources
- how the grant will be allocated and utilised to support the specified activities

##### **4b Arts and culture organisations, cooperatives, collaborating partners, associations**

- Letter of intent (LOI) demonstrating how the activity will contribute to the enhancement of art in Zambia or benefit the community
- describe the timeline and implementation plan
- demonstrate organisational and general administrative competence, clear mandate including an ability to manage funds and account for them in a transparent manner
- indicate the potential to secure additional funds

#### **5. INELIGIBLE REQUESTS**

Lechwe Trust will not support the following:

- travel visas
- computers, cameras, books
- meals, accommodation, medical bills
- printing, photocopying
- projects which do not have arts or culture as a core element
- new building projects
- operating or capital support
- activities that occur prior to approval of the grant

## 6. APPLICATION PERIOD

Applications may be submitted at any time, but will only be considered at the next meeting of the Executive Committee following receipt of the application.

Incomplete applications or multiple requests will not be considered.

These guidelines and priorities may change in future.

## 7. HOW TO APPLY

Interested applicants should send their applications using the grant application guidelines (see below):

- by post to Lechwe Trust, P O Box 320236, Woodlands, Lusaka, **OR**
- by hand to Lechwe Trust Office, Room 11, Ndeke Hotel, Longacres, Lusaka,

**AND**

- by email to [lechwetrust@gmail.com](mailto:lechwetrust@gmail.com)

## 8. GRANT APPLICATION GUIDELINES

To consider a request, applicants must meet the basic eligibility requirements using the guidelines and checklist below.

### 8a Contact information

- Full names
- Physical Address
- Postal address
- Telephone / cell number
- Email address
- Website address (if any)

.../8b

### **8b Proposal information**

- Nature of and purpose of the activity
- Place/Location of activity
- Duration of activity
- How the activity will benefit the applicant
- How the activity will benefit the Zambian art environment
- Financial need/Total cost of activity, quoted in local currency (ZMW)
- Amount requested from Lechwe Trust, and a breakdown of those costs (ZMW)
- How you intend to raise any additional funding, state source of funding, when funding is expected, evidence of commitment of funding sources

### **8c Attachments / Enclosures**

- Copy of offer or acceptance letter from the organisation (as applicable)
- One-page CV
- One-page artist statement explaining your interest in the field of Visual Arts
- Names and current contact details of three referees to be contacted directly by Lechwe Trust. If a student, at least one of these should be your current or recent art instructor/professor. Fellow students, friends, or family members are not acceptable referees.
- Portfolio exhibiting completed works created within the last one year to demonstrate artistic ability, For example: two or three (2-3) or in the case of paintings not less than 10 and not more than 12 electronic images in high resolution .jpg digital format. The images to be no larger than 1680 x 1050 pixels. The .jpg images to be emailed to lechwetrust@gmail.com.

## **9. EVALUATION**

All scholarship applications are screened to ensure the basic eligibility criteria for the scholarships selected have been met.

Other applicants meeting the criteria will be notified of the decision by email or SMS.

Lechwe Trust reserves the right to award only a certain number of grants per year.

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