

## Application form and its annexes

### 1. General Informations

**Applicant's Name:** \_\_\_\_\_

**Applicant's Usual Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Website/Social Networks:** \_\_\_\_\_

#### Domain of Activity

- Visual Arts
- Performing Arts
- Music
- Audiovisual/cinematography
- Literature & Publishing
- Architecture & Design
- Digital Arts
- Pluridisciplinary Expression

**Date of Birth :** DD/MM/YYYY \_\_\_\_\_

#### Gender

- Female
- Male

#### Nationality

- Comoros Union
- Madagascar
- Mauritius
- Seychelles
- Mozambique
- Other : Please Specify

#### Country of Residence

- Comoros Union
- Madagascar
- Mauritius
- Seychelles
- Mozambique
- La Réunion
- Other : Please Specify

**Passport Number:** \_\_\_\_\_

**Expiry Date :** DD/MM/YYYY \_\_\_\_\_

**I am:**

- Artist
- Culture Professional
- Resident in a main City/Island
- Resident in a secondary City/Island

**Status**

- Independent
- Employee
- Mixed status only in the cultural sector
- Mixed status in the cultural sector and another

**Number of years of career and/or experience**

- Less than five (5) ans
- Between five (5) and fifteen (15) years
- Between fifteen (15) and twenty five (25)-year expérience
- More than (25)-year experience

**What is your main activity?**

- Creation
- Production (recording studio, direction, publishing, etc)
- Access and distribution (bookstore, media, gallery, festival, etc)
- Administration (manager, director, project administrator, etc)

**What is your level of education?**

- Primary
- Secondary
- Bachelor's
- Master's
- PhD

**List of higher education qualifications obtained and/or in progress**

Title of degree	Name of university	Graduation year

**Certifications**

Title of the course	Institution providing the training	Country and duration of the course

**2. Description of the planned training course**

**Course Title:** \_\_\_\_\_

**Description of the course by answering these questions (why? how, where, when?):**  
(Not more than 300 words)

**Why did you choose this institution/university?** (Not more than 300 words)

**What skills or knowledge would you like to acquire through this course?** (Not more than 300 words)

**Expected results of this training, for you and possibly your network/organisation/collective in your country of residence?** (Not more than 300 words)

**Is this training designed to promote women in CCIs?**

- Yes
- No

**If Yes, please provide more details.** (Not more than 200 words)

**If No, please explain how the gender issue could be considered** (Not more than 200 words)

**Is your activity part of a national or regional initiative to develop the cultural and creative industries (CCI)?** (Not more than 200 words)

**To what extent would this training help to reduce gender inequalities in the CCI sector in your country and/or in the region?** (Not more than 300 words)

**What innovation are you hoping to bring with this course?** (Not more than 200 words)

**Have you already been accepted on the course?**

- Yes
- No

**What steps have you already taken and what are the next steps for your training?**

(Not more than 200 words)

### 3. Purpose of the grant application

- Short-cycle training:** technical or vocational training leading to certification recognised at national, regional or international level, in a well-defined subject area and over a period not exceeding 6 months.
- Academic Training:** training leading to a Bachelor's, Master's or PhD qualification, lasting more than 6 months;
- Inter-university exchanges:** capacity-building programme for teaching staff with a view to providing a diversified academic offer in the cultural and artistic field.

**Date of the course:** \_\_\_\_\_

**Duration of the course:** \_\_\_\_\_

**Country of destination (one single choice possible) :**

- Comoros Union
- Madagascar
- Mauritius
- Seychelles
- Mozambique
- La Réunion
- Outside the Indian Ocean Region, specify country \_\_\_\_\_

**Name of Registering Institution** \_\_\_\_\_

**Amount requested:** \_\_\_\_\_ EUROS

**What type of assistance are you applying for?**

- Travel Expenses
- Registration and Tuition Fees
- Living costs
- Visa Fees
- Family Assistance

**Have you already secured some costs:**

- Yes
- No
- Partially

**If yes, please indicate the costs already covered:**



**Do you need a visa?**

- Yes  
 Non

**If Yes, have you already applied for a visa?**

- Oui  
 No

**If yes, please indicate the reference number of your application:**

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Description	Cost (in Euros)
Travel Expenses	
Registration and Tuition Fees	
Living Expenses	
Visa Fees	
Others, to be specified	
Total	

**4. Checklist**

Documents must be provided in the form of originals, photocopies or scanned versions (legibly showing stamps, signatures and dates).

Documents to be attached to this application	Check the box if available
Application form and annexes duly completed and signed	
Passport	
CV	
Letter of motivation	
Letter of registration or admission	
Letter of recommendation	

- Applications received after the closing date will be rejected.
- Incomplete applications will be rejected.

## 5. Statements

I understand that, if my application is successful:

- As the applicant, I am the beneficiary and the main contact for the contracting authority and will be responsible for managing the funds received.
- The award contract will be based on the data provided in this form and will require a bank account in my own name. I will be responsible for any taxes relating to this financial support.

I declare that there is no conflict of interest (e.g. with a person working at the IOC or other similar IOC or AFD funding).

I have read and accept all the terms and conditions of this call for applications, including the protection of my personal data. I confirm that the information provided is correct and understand that any falsified information may lead to a refusal for this call and those of subsequent cycles.

Date :

Name . Signature

**NB: Failure to sign the form and its attachments will result in the application not being accepted.**

**Appendix A : Declaration of integrity –  
Undertaking on the part of the beneficiary concerning integrity and the fight against  
corruption**

DONE BY [*Applicant's name*]  
(the « **Beneficiary** »)<sup>1</sup>

FOR: The Indian Ocean Commission  
(the « **Retrocedor/Grantor** »)

Award's name: AléVini, Regional Mobility's Support Fund  
(the « **Act of Retrocession** »)

On behalf of the Beneficiary,

1. I acknowledge and accept that the Agence française de développement ("AFD" or "the Agency") finances the Grantor's projects only on its own terms, which are determined by the Grant Agreement that links it directly or indirectly to the Grantor. Consequently, there can be no legal link between AFD and the Beneficiary. The Retrocedor refers to the entity which retrocedes, in the Retrocession Deed, the funds initially granted by AFD.
2. We certify that we are not and that none of the members of our consortium, nor our suppliers, contractors, consultants and subcontractors, is in one of the following cases:
  - (a) Be in a state of, or having been the subject of, bankruptcy, liquidation, judicial settlement, safeguard or cessation of activity proceedings, or be in any analogous situation resulting from proceedings of a similar nature;
  - (b) To have been the object of :
    - i. A conviction handed down within the last five years by a judgment having the force of res judicata in the country where the project covered by the deed agreement is carried out, or in one of the member states of the European Union, for a Prohibited Practice as defined in article 6 below, committed in the context of the award or execution of a contract or in the case of (co)financing by the European Union, for any act provided for under the terms of article 136 of the Financial Regulation (in the event of such a conviction, we have the option of attaching to this Integrity Statement any additional information which would allow us to consider that this conviction is not relevant in the context of this Act of Retrocession);
    - ii. An administrative sanction pronounced within the last five years by the European Union or by the competent authorities of the country in which we are established or by the competent authorities of one of the Member States of the European Union, for a Prohibited Practice, as defined in article 6 below, committed in the context of the award or execution of a contract or in the case of (co)financing by the European Union, for any act provided for under article 136 of the European Union's Financial Regulation (in the event of such a sanction, we can attach to this Integrity Statement any additional information that would make it possible to consider that this sanction is not relevant in the context of this Act of Retrocession);
    - iii. A conviction handed down less than five years ago by a judgment having the force of res judicata, for a Prohibited Practice, as defined in Article 6.1 below, committed in connection with the award or performance of a contract financed by AFD;
    - iv. A conviction or sanction referred to in subparagraphs (i) to (iii) above that was handed down more than five years ago but is currently still being enforced;
  - c) Have been terminated to our exclusive detriment within the last five years for a serious or persistent breach of our contractual obligations during the

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<sup>1</sup> The person signing this undertaking on behalf of the consortium shall attach to it the power of attorney granted by each concerned consortium member.

performance of a contract, provided that this sanction has not been contested by us or given rise to a court decision overturning the termination to our exclusive detriment;

- d) Not having fulfilled our tax payment obligations in accordance with the legal provisions of the country in which we are established or the country in which the Retrocedor/Grantor is established;
- e) Be subject to an exclusion decision pronounced by the World Bank and appear as such on the list published at the e-mail address <http://www.worldbank.org/debarr> (in the event of such an exclusion decision, we may attach to this Declaration of Integrity additional information which would allow us to consider that this exclusion decision is not relevant in the context of the present retrocession deed);
- f) Filing false documents or making false declaration(s) in providing the information required by the Retrocedor under this Deed of Retrocession.

3. We certify that we are not, and none of the members of our consortium or our suppliers, contractors, consultants and subcontractors are, in any of the following conflict of interest situations:

- g) Shareholder controlling the Retrocedor or subsidiary controlled by the Retrocedor, unless the resulting conflict has been brought to the attention of the Retrocedor/Grantor and resolved to its satisfaction.
  - h) Have business or family relationships with a member of the Grantor's staff involved in the call for projects, unless the resulting conflict has been brought to the attention of the Grantor and resolved to her/his satisfaction;
  - i) Control or be controlled by another beneficiary, be under the control of the same company as another beneficiary, receive from another beneficiary or award to another beneficiary directly or indirectly grants, have the same legal representative as another beneficiary, maintain directly or indirectly contacts with another beneficiary allowing us to have and give access to the information contained in our respective grant applications, to influence them, or to influence the decisions of the Grantor;
  - j) Be engaged towards an intellectual service mission which, by its nature, is likely to prove incompatible with our missions on behalf of the Grantor;
- c) In the case of the Grantor's call for projects procedures:
- i. To have ourselves prepared or been associated with a consultant who has prepared the documents used in the context of the call for projects;
  - ii. Be ourselves, or one of the firms with which we are affiliated, recruited, or about to be recruited, by the Retrocedor to carry out the supervision or control of the Retrocession Act.

4. We certify that neither we nor any of the members of our consortium, nor any of our shareholders, suppliers, contractors, consultants and subcontractors, nor any of the groups or entities directly or indirectly benefiting from our financial support using Grant funds, are on the lists of financial sanctions adopted by the United Nations, the European Union and/or France, relative in particular to combatting the financing of terrorism and breaches of international peace and security<sup>2</sup> ;

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<sup>2</sup> For information purposes, the Grantor provides the following references. For lists maintained by the United Nations, the following website can be consulted: <https://www.un.org/sc/suborg/fr/sanctions/un-sc-consolidated-list>

For lists maintained by the European Union, the following website can be consulted: <https://www.sanctionsmap.eu> ou [https://eeas.europa.eu/headquarters/headquarters-homepage/8442/consolidated-list-sanctions\\_fr](https://eeas.europa.eu/headquarters/headquarters-homepage/8442/consolidated-list-sanctions_fr)

For lists maintained by France, the following website can be consulted: <https://www.tresor.economie.gouv.fr/services-aux-entreprises/sanctions-economiques/dispositif-national-de-gel-des-avoirs>

5. We hereby certify
  - a) that no member of our staff, including management, is in a situation that could give rise to a conflict of interest. Without prejudice to its obligations under the present contract, the Beneficiary shall immediately replace, without compensation from the Grantor, any member of its staff in such a situation..
  - b) that our staff must refrain from engaging in any activity or receiving any benefit that conflicts with our obligations under the contract;
  - c) that we have taken all necessary measures to prevent or put an end to any situation - in particular any conflict of interest - which might compromise the impartial and objective execution of this Act of Retrocession. A conflict of interest may arise, in particular, from economic interests, political or national affinities, family or sentimental ties, or any other type of relationship or common interest.
6. We certify that we have not committed any prohibited act in the context of the Retrocedor's call for projects, and we undertake not to do so, in accordance with Agence française de développement's general policy on preventing and combating corruption, fraud, competitive practices, money laundering and the financing of terrorism, which is consultable on the Agence française de développement website<sup>3</sup>.
7. If we are a public establishment or a public company, to participate in a competitive call for projects, we certify that we have legal and financial autonomy and that we are managed according to the rules of commercial law;
8. We hereby certify that our own funds or funds invested in the retrocession deed financed by the Grantor do not come from an illicit origin, i.e. funds obtained by:
  - a) The perpetration of any of the underlying offences listed in the FATF 40 Recommendations under the heading "designated categories of offences"<sup>4</sup> or,
  - b) Any act of corruption or,
  - c) Where European Union funds are involved, any fraud against the financial interests of the European Union, defined as any intentional act or omission intended to harm the European Union budget and involving i) the use or presentation of false, inaccurate or incomplete statements or documents, resulting in the misappropriation or unlawful retention of funds or any unlawful reduction in the resources of the general budget of the European Union; ii) the non-disclosure of information having the same effect; and iii) the misappropriation of such funds for purposes other than those for which they were originally granted.
9. We hereby certify that we, or any member of our consortium, or any of our suppliers, will not acquire or supply equipment or operate in areas under embargo by the United Nations, the European Union or France.
10. We undertake to respect, and to ensure that all our suppliers respect, the environmental and social norms adopted by the international community, including the fundamental conventions of the International Labour Organisation (ILO), the conventions on freedom of association and collective bargaining, on the elimination of forced and compulsory labour, on the elimination of discrimination in respect of employment and occupation and on the abolition of child labour, and the international conventions for the protection of the environment, in accordance with the laws and regulations applicable in the country where the act of retrocession is carried out. In addition, we undertake to implement the environmental and social risk mitigation measures indicated in the environmental and social management plan provided by the Grantor.
11. We hereby certify that we have internal procedures which provide that we, our suppliers, agents or employees may not receive or agree to receive from any person or offer or propose to give or procure to any person any gift, gratuity, commission or fee as an inducement or reward for performing or refraining from performing any act in connection

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<sup>3</sup> Solely for information: <https://www.afd.fr/fr/ressources/lutte-contre-la-corruption-politique-generale-du-groupe-afd-2020> (the link being liable to be modified within AFD'S website.

<sup>4</sup> [http://www.fatf-gafi.org/media/fatf/documents/recommendations/Recommandations\\_GAFI.pdf](http://www.fatf-gafi.org/media/fatf/documents/recommendations/Recommandations_GAFI.pdf)

with the execution of this Act of Retrocession or for favoring or disfavoring any person in connection therewith.

12. If we are incorporated as an association, we undertake, for the purposes of preventing the risk of terrorist financing, to take the measures recommended by the French Ministry of Europe and Foreign Affairs in its document "Risk of terrorist financing: Guide to good conduct for associations", published on its website<sup>5</sup>.
13. We undertake to use our best endeavours to avoid providing directly or indirectly financial support or any other resources to any person or entity who commits, attempts to commit, advocates, facilitates or participates in Acts of Terrorism, or has committed, attempted to commit, advocated, facilitated or participated in such Acts; for the purposes of this paragraph, "Act of Terrorism" means: (i) Any act prohibited by the United Nations Conventions and Protocols relating to the fight against terrorism. The Conventions and Protocols can be consulted from the website: <http://legal.un.org/ola/FR/Default.aspx> or (ii) Any offence referred to in Articles 3 to 10 of Directive (EU) 2017/541 of March 15, 2017 on combating terrorism ; or (iii) Any other act intended to cause death or serious bodily injury to a civilian or to any other person not taking a direct part in the hostilities in a situation of armed conflict, when, by its nature or context, such act is intended to intimidate a population or to compel a government or an international organisation to do or abstain from doing any act.
14. We undertake to inform without delay the Grantor , that will if necessary inform AFD of any change in the situation during the implementation of the Act of Retrocession, including any suspicion relating to the prohibited situations referred to in link to points 2 to 13 above, and we will take all necessary steps to remedy any change in the situation in a manner satisfactory to the Grantor, including stopping the use of the Grant granted by the Grantor to finance the activity. The Grantor reserves the right to verify that such measures are appropriate and may require that additional measures be taken if necessary.
15. We, Ourselves, the members of our consortium, our suppliers, contractors, consultants and subcontractors authorise the Grantor and/or AFD, as the case may be, to carry out investigations and in particular to examine the documents and accounting records relating to the call for projects and the execution of the Subproject and to submit them for verification to auditors appointed by AFD, as the case may be.

Name: \_\_\_\_\_

Signature:

Dated: \_\_\_\_\_

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<sup>5</sup> For information purposes and without the Beneficiary being able to rely on the references provided, the guide as published on January 27, 2015 can be consulted at the following address:  
<https://www.tresor.economie.gouv.fr/Institutionnel/Niveau3/Pages/13d1cb87-cf27-49ca-ad57-dc2855a2b26e/files/af9b595d-2404-4d95-9e56-2b61e2ed55be>

## Gender Commitment Letter

*By signing this document, the candidate / tenderer undertakes to respect the principles of gender equality and to ensure that her/his subcontractors and/or collaborators also respect them.*

Thus, within the Strengthening framework of the Creative and Cultural Industries (CCI) in Indianoceanica implemented by the Indian Ocean Commission (IOC) and financed by the Agence française de développement, in the execution of the present service, the candidate/tenderer undertakes to:

- Identify and take into account gender inequalities in project implementation.
- Systematically prevent the risk of aggravating existing inequalities.
- Contribute to reducing gender inequalities.
- Ensure equitable gender participation in the choice of participants;
- To value and make heard the voices of women in all their diversity
- To refrain from making discriminatory judgments or remarks that may undermine the dignity of women, respecting their culture;
- To act with respect and avoid any act or conduct that could be construed as moral and/or sexual harassment;
- Use inclusive and gender-sensitive language;
- Take measures to ensure the protection and respect of women and their rights in the implementation of the activity;
- Contribute to a healthy and safe environment for women;
- Apply equal pay for men and women for similar work;
- Promote gender equality by adopting a policy that complies with the Convention on the Elimination of All Forms of Discrimination against Women and the ILO Declaration on Fundamental Principles and Rights at Work.

The IOC reserves itself the right to monitor or have monitored the correct application of this commitment. In the event of discrimination, the IOC may require the candidate/tenderer to take the necessary measures to ensure compliance with the principle of gender equality.

In the event of non-compliance with the provisions on gender equality, measures and sanctions may be taken in accordance with cantonal law (exclusion from the procedure or exclusion from any tender procedure for a defined period, revocation of the award, administrative fine).

The IOC also reserves itself the right to cancel the contract in the event of aggravated violations such as harassment and sexual abuse that have damaged the project's image.

Name: \_\_\_\_\_

Signature :

Dated: \_\_\_\_\_

**How did you hear about the Tafa, Study grant ?**

- Publication on IOC networks
- Information session organised by the IOC
- Media
- Partners' Newsletters
- By word of mouth

**Do you have additional comments on submission procedures**

(Not more than 200 words, spaces included)