

Form for Individuals and its Annexes

1. General information

Applicant Name: _____

Applicant's common name: _____

Phone: _____

Email address: _____

Website - social media: _____

Branch of activity

- ☐ Visual Arts
- ☐ Performing Arts
- ☐ Music
- ☐ Audiovisual/Cinema
- ☐ Literature & Publishing
- ☐ Architecture & Design
- ☐ Digital Arts
- ☐ Multidisciplinary

Date of birth: DD/MM/YYYY _____

Gender

- ☐ Female
- ☐ Male

Nationality

- ☐ Union of the Comoros
- ☐ Madagascar
- ☐ Mauritius
- ☐ Seychelles
- ☐ Mozambique
- ☐ Other: please specify

Passport number: _____

Expiry Date: DD/MM/YYYY _____

Country of residence

- ☐ Union of the Comoros
- ☐ Madagascar
- ☐ Mauritius
- ☐ Seychelles
- ☐ Mozambique
- ☐ Reunion Island
- ☐ Other: please specify

City : _____

I am

- ☐ Artist
- ☐ Culture professional
- ☐ Living main city/island
- ☐ Living in second city/island

Status

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

Number of years of career and/or experience

- ☐ Less than five (5) years
- ☐ Between five (5) and fifteen (15) years
- ☐ Between fifteen (15) to twenty-five (25) years of experience
- ☐ More than twenty-five (25) years of experience

Subsequent participation in cultural events (Please choose 3 maximum)

Title and date of the event	Country	Title of the work or tour performed

Have you already received IOC grant from the CCI project :

- ☐ Yes
- ☐ No

If yes, please specify

- ☐ AléVini, Mobility fund Cycle I
- ☐ AléVini, Mobility fund Cycle II
- ☐ Support cultural event, Cycle 1
- ☐ Tafà, Study grant 2024-2025
- ☐ Support for digital artwork, Cycle 1
- ☐ Co-creation fund, Cycle 1

2. Activity description

Activity title: _____

Activity Description by responding to these questions (why, how, who, when and with who?) : (Not more than 300 words, including spaces)

Expected results at the end of this mobility activity for you and eventually your network/organisation/ group in your country (Not more than 300 words, including spaces)

Is your schedule already finalised?

- ☐ Yes
- ☐ No
- ☐ Partly

What stage are you currently, and what are the next steps for implementation? (Not more than 300 words, including spaces)

Schedule:

Date	Activity	Venue

What is the impact of this mobility activity on your career? (Not more than 200 words, including spaces)

What is the impact of this mobility activity on the cultural and artistic environment in your country and for the Indianoceanica region? (Not more than 200 words, including spaces)

Is this an activity specifically dedicated to the advancement of women in CCIs?

- ☐ Yes
- ☐ No

If yes, please give details. (Not more than 200 words, including spaces)

If not, please mention how the gender issue could be considered. (Not more than 200 words, including spaces)

Is your activity part of a national or regional approach to the development of cultural and creative industries (CCI)? (Not more than 200 words, including spaces)

What could be the contribution of your activity to reducing gender inequalities in the CCI sector in your country and/or for the region? (Not more than 300 words, including spaces)

3. Purpose of the grant application

- ☐ **Networking mobility:** meetings with different operators and partners, to identify or develop a common project and establishing new collaborations.
- ☐ **Creative mobility:** participation in a creative residency or an artistic and cultural exchange programme with the objective of creating and/or producing an artistic piece of work.
- ☐ **Skills development mobility:** participation in a training workshop to strengthen the value chain of a discipline by promoting experience sharing between Indianoceanian countries.

Date of the activity: _____

Duration of the activity: _____

i. Amount requested for individual mobility: _____ EUROS

Country of departure

- ☐ Union of the Comoros
- ☐ Madagascar
- ☐ Mauritius
- ☐ Seychelles
- ☐ Mozambique

Destination country (only one choice possible. One mobility = one destination):

- ☐ Union of the Comoros
- ☐ Madagascar
- ☐ Mauritius
- ☐ Seychelles
- ☐ Mozambique
- ☐ Reunion Island
- ☐ Outside the Indian Ocean area, specify the country _____

If you are going outside of the Indian ocean region, please motivate your choice (Not more than 100 words, including spaces)

What type of assistance is your request for?

- ☐ Inter-island or inter-regional travel expenses
- ☐ Living expenses
- ☐ Visa Fee
- ☐ Family assistance

ii. Amount requested to export your artwork : _____ EUROS

What type of cost is your request for?

- ☐ Additional luggage
- ☐ Air and sea freight
- ☐ Customs and transit fees
- ☐ Logistic services (freight forwarding, administrative support, parcel delivery, packaging, insurance, ground transportation, handling)

Have you already secured any cost coverage?

- ☐ Yes
- ☐ No
- ☐ Partly

If yes, please indicate the costs already covered:

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Do you (or your co-applicant) need a visa?

- ☐ Yes
- ☐ No

If so, is your visa already applied?

- ☐ Yes
- ☐ No

If you have applied for Schengen visa, please indicate your reference number :

FRA _____

Provisional budget

Item	Amount (in euros)
Travel	
Living cost	
Visa	
Transport of artwork	
Others (precise)	
Total	

4. Checklist

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

Supporting documentation to this application	Tick the box, if available
Application form and its annexes duly completed and signed	
Passport	
CV	
Portfolios	
Invitation letter with subject line, mobility dates, and cost coverage	
Estimate cost of your artwork to export	
Address proof	

- Applications received after the submission deadline will be rejected.
- Incomplete application forms will be rejected.
- All documents written in Portuguese, must be submitted with an English or French translation. Any untranslated document will be considered ineligible and will lead to the exclusion of the application at the technical evaluation.

5. Declarations

I understand that, in the event that my application is validated:

- As a lead applicant, I am the beneficiary identified as the coordinator. The coordinator is the main point of 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 the name of the organisation. Any taxes related to obtaining this financial support will be borne by myself.

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

I have read and accept all the terms and conditions related to this call for application, including the protection of my data. I confirm that the information provided is accurate and understand that any falsified information may lead to a rejection from this call for application and those in subsequent cycles.

Date:

Name

- Signature

Failure to sign the application form and its annexes will result in the application's ineligibility.

Declaration of integrity - Undertaking on the candidate's honour relating to integrity and the fight against corruption

MADE BY [Applicant' Name]¹

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

Title of Grant: Indianoceanie Co-creation Fund
(the « **Deed of Retrocession** »)

In the name of the beneficiary, which are determined by the Grant Agreement

1. We acknowledge and accept that the Agence française de développement (the "AFD" or the "Agency") finances the Retrocedor's projects only on its own terms, which are determined by the Grant's Agreement that links it directly or indirectly to the Retrocedor. Consequently, there can be no legal link between the AFD and the Beneficiary. The Retrocedor designates the entity that 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 have been the subject of bankruptcy, liquidation, judicial settlement, safeguard or cessation of activity, or be in any analogous situation resulting from proceedings of a similar nature;
 - (b) Having been the object of :
 - i. A conviction handed down within the last five years by a judgement that has the force of res judicata in the country where the project that is the subject of the on-lending deed is being 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 additional information which would allow us to consider that this conviction is not relevant in the context of this deed of retrocession);
 - ii. An administrative penalty imposed 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 connection with the award or performance 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 European Union's Financial Regulation (in the event of such a sanction, we may attach to this Integrity Statement any additional information that would make it possible to consider that this penalty is not relevant in the context of this deed of retrocession)
 - iii. A conviction handed down less than five years ago by a judgment that has 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 penalty referred to in subparagraphs (i) to (iii) above, imposed more than five years ago but which is currently still being enforced;
 - b) have been terminated to our exclusive detriment within the last five years because of a serious or persistent breach of our contractual obligations during the performance of a contract, provided that this penalty has not been contested by us or given rise to a court decision overturning the termination to our exclusive detriment;
 - c) Not having fulfilled our obligations relating to the payment of our taxes in accordance with the legal provisions of the country in which we are established or the country in which the Retrocedor is established;

¹ In the case of a consortium, enter the grouping's name

- d) Be subject to an exclusion order issued by the World Bank and be on the list published at the following e-mail address <http://www.worldbank.org/debarr> (in the event of such an exclusion decision, we may attach to this Integrity Statement additional information which would allow us to consider that this exclusion decision is not relevant in the context of this retrocession deed);
 - e) has produced false documents or been guilty of misrepresentation(s) in providing the information required by the Retrocedor under this Deed of Retrocession.
3. We certify that we are not, and that none of the members of our consortium or our suppliers, contractors, consultants and subcontractors are, in one of the following situations of conflict of interest:
- f) a shareholder controlling the Retrocedor or a subsidiary controlled by the Retrocedor, unless the resulting dispute has been brought to the attention of the Retrocedor and resolved to its satisfaction.
 - g) Have business or family relationships with a member of the Retrocedor's staff involved in the call for projects, unless the resulting conflict has been brought to the attention of the Retrocedor and resolved to its satisfaction;
 - h) Control or be controlled by another beneficiary, be under the control of the same company as another beneficiary, receive grants from another beneficiary or award such grants to another beneficiary, directly or indirectly, 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 Retrocedor.
 - i) Control or be controlled by another beneficiary, be under the control of the same company as another beneficiary, receive grants from another beneficiary or award such grants to another beneficiary, directly or indirectly, 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 Retrocedor.
 - j) be engaged on an intellectual service assignment which, by its nature, is likely to prove incompatible with our assignments on behalf of the Retrocedor.
 - k) In the case of the Retrocedor's call for projects procedure;
 - i. Have ourselves prepared or have 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 deed of retrocession.
4. We certify that neither we nor any member of our consortium, nor any of our shareholders, suppliers, contractors, consultants or subcontractors, and none of the groups or entities directly or indirectly benefiting from our financial support by means of the Grants' funds are on the lists of financial sanctions adopted by the United Nations, the European Union and/or France, in particular with regard to the fight against the financing of terrorism and against breaches of international peace and security²;
5. We affirm that
- a) 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 this Agreement, the

² For information purposes, the Retrocedor provides the following references:

For the 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

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>

Beneficiary shall immediately replace, without compensation from the Retrocedor, any member of its staff who is in such a situation.

- b) our staff must refrain from engaging in any activity or receiving any benefit that conflicts with obligations befalling us under the contract;
- c) we have taken all necessary measures to prevent or put an end to any situation - in particular any conflict of interest - that could compromise the impartial and objective execution of this Deed 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, in connection with the Retrocedor's call for projects and we undertake, in the context of the implementation of the Deed of Retrocession, not to commit any Prohibited Practice as defined in Agence française de développement's General Policy on Preventing and Combating Corruption, Fraud, Anti-Competitive Practices, Capital Laundering and the Financing of Terrorism, available on the Agence française de développement website³.
7. If we are a public establishment or a public company, in order to participate in a competitive call for projects, we certify that we have legal and financial autonomy and that we are managed in accordance with the rules of commercial law.
8. We hereby certify that our own funds or funds invested in the retrocession deed financed by the Retrocedor do not originate from an illicit origin, i.e. funds obtained by:
 - a) The perpetration of any of the underlying offences set out in the FATF 40 Recommendations under the heading "designated categories of offences"⁴ 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 adversely affect the budget of the European Union and involving i) the use or presentation of false, inaccurate or incomplete statements or documents, whose effects include the misappropriation or illegal retention of funds or any illegal reduction in the resources of the general budget of the European Union; ii) non-disclosure of information having the same effect; and iii) misuse of these funds for purposes other than those for which they were originally granted.
9. We certify that we, or any member of our consortium, or one of our suppliers, will not acquire or supply equipment and will not operate in sectors 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 standards recognised 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 measures to mitigate environmental and social risks where these are indicated in the environmental and social management plan provided by the Retrocedor
11. We certify that we have internal procedures which provide that we, our suppliers, agents or employees shall not receive or agree to receive from any person, nor offer or propose to give or procure for any person, any gift, gratuity, commission or remuneration by way of inducement or reward for performing or refraining from performing any act in connection with the execution of this Deed of Retrocession or for favouring or disadvantaging 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

³ For information purposes only: <https://www.afd.fr/fr/ressources/lutte-contre-la-corruption-politique-generale-du-groupe-afd-2020> (the link is liable to be modified on the AFD website)

⁴ http://www.fatf-gafi.org/media/fatf/documents/recommendations/Recommandations_GAFI.pdf

practice for associations", published on its website⁵.

13. We undertake to exercise our best endeavours to avoid providing financial support directly or indirectly 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 or (ii) Any offence referred to in Articles 3 to 10 of EU Directive 2017/541 of 15 March 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 the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organisation to do or to abstain from doing any act.
14. We undertake to inform the Retrocedor without delay, who will inform the AFD if necessary, of any change in the situation during the implementation of the retrocession deed, including any suspicions relating to the situations referred to in points 2 to 13 above, and we shall take all necessary steps to remedy any change in the situation in a manner satisfactory to the Retrocedor, including stopping the use of the Grant financing the activity. The Retrocedor reserves the right to verify that such measures are appropriate and may require that additional measures be taken if necessary.
15. We, the members of our consortium, our suppliers, contractors, consultants and subcontractors authorise the Retrocedor and/or, where applicable, the AFD, to carry out investigations and, in particular, to examine the documents and accounting records relating to the call for projects and the implementation of the Subproject and to submit them for verification to auditors appointed, where applicable, by the AFD.

Name : _____

Signature : _____

En date du : _____

⁵For information purposes and without the Beneficiary being able to rely on the references provided, the guide as published on 27 January 2015 can be consulted at the following URL:

<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 his/her subcontractors and/or employees also respect these principles.

Thus, within the framework of the project to strengthen the cultural and creative industries (ICC) in Indianoceanica implemented by the Indian Ocean Commission (IOC) and funded by the Agence française de développement, in carrying out the present service, the candidate/tenderer undertakes to:

- Identify and take into account gender inequalities in the project's execution.
- Systematically prevent the risks of worsening existing inequalities.
- Contribute in reducing gender inequalities
- Ensure an equitable gender balance in the choice of speakers
- Promote women's voices and ensure they are heard in their full diversity
- Keep away from being judgemental or holding discriminatory opinions liable to harm the dignity of women and the respect of their culture.
- Behave with respect and avoid any act or conduct that could be construed as moral and/or sexual harassment;
- Use inclusive, 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;
- Pay men and women equal wages 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 an aggravated violation such as harassment or sexual abuse having damaged the image of the project.

Name : _____

Signature : _____

En date du : _____

6. Additional information

How have you heard about « AléVini » ?

- ☐ Social media publication from IOC
- ☐ Information session organized by IOC
- ☐ Media
- ☐ Newsletter from partner
- ☐ From people talk

Any further comments you would like to share? (Not more than 100 words, including spaces)