



**AVIAMA**  
International Association  
of the Puppet-Friendly Cities

## GRANTS AVIAMA 2019

### RULES

The **International association of puppet-friendly cities (AVIAMA)** was created in 2012. This Association gathers the cities and local governments from over the world around the puppetry.

These cities and local governments are convinced of the importance of culture in their development: proposing a festival, housing a museum, a permanent theatre or companies whose dissemination brings their image at national and international level, they are engaged together in the promotion of the puppet arts.

AVIAMA represents a real network of cooperation and exchanges.

#### **Objectives of the grants:**

AVIAMA is a **network that helps to forge links between the different countries** that its members are representing.

As such, AVIAMA is particularly sensitive to the matter of **mobility** (travel and/or on-site welcoming).

The cost of travels is usually an important part of the projects, all range of areas covered: the main purpose of the grants is to help for travels and stay. They are intended for anyone with a project in the field of puppetry: companies or artists who want to take part or attend a festival, researchers pursuing a research, amateurs who want to set up a project, etc...

The nature of the helped projects must concern **the field of the puppet arts in different aspects** (research, learning, discovery, participation in an event...).

The project must take place primarily in one of the cities member, without excluding, however, other cities.

No age requirement is required but the Jury will be particularly attentive to applications from students or young professionals.

#### **Jury:**

It is made up of 5 members of the Board of Administration of AVIAMA.

*(The last General Assembly (2018) nominated for 3 years: Charleville-Mézières, Iida, Plzen, Tolosa and Tournai)*

**Calendar:**

A call is launched each year within the network AVIAMA with, also, the support of the associative network of puppetry.

The Call to apply for a grant in 2019 will be launched on November 15<sup>th</sup>, 2018.

**Communication of the choice** of the project and the amount allocated: April 15, 2019

**Deadline for submitting of applications:** January 31<sup>st</sup>, 2019

**Sending the complete application file** to the following email address:  
**contact@aviama.org**

A confirmation of receipt will be sent to the candidates.

**Communication of the choice** of the project and the amount allocated: April 15<sup>th</sup>, 2019

**Submitting an application:****Provide**

**An argued presentation** of the project (3000 signs) in French and English.

**A detailed timetable** for the progress of the project.

**A Provisional budget**, detailing all the costs and the expected aids (personal contribution, other awarded grants, in-kind support, etc...) by the candidate.

**A detailed CV**, reminding the candidate's links, in particular with the puppetry world.

**A personal letter of motivation**, in French and English, explaining, in detail, why this request is made, what are the expected gains, and how these could be shared afterwards or contribute to the sector.

**A letter of support from a city member of AVIAMA.**

**Other letters of support** that the candidate deems useful to attach to his application.

AVIAMA reserves the right to request further information and additional documents that it deems useful.

It reserves the right to reject any incomplete application.

**Allocation:**

The grants are awarded **each year**.

One of the members of AVIAMA is designated to follow the project as a mentor.

AVIAMA remains free to **define annually the number and amount of the awarded grants** according to its Global budget.

AVIAMA remains free to **determine the most appropriate payment schedule**, including a one-time payment. The term, however, may not exceed the **date of submission of the report** which marks the end of the project and its completion.

**Amount:**

The grants can reach a **maximum unit amount of 2 000 €**. The amount of the AVIAMA grant may not exceed **50% of the total cost of the project** indicated on the Provisional budget attached to the application.

**Project Progress:**

The candidate undertakes to maintain informed the member designated to be his mentor and the members of the Board of Administration about the progress of his project, possibly of his difficulties.

It also undertakes to provide a detailed report of end of project and about the possible follow-up that are envisaged.

**Payment of the grant:**

AVIAMA directly pays the grant, against justification, to the project organizer.

Possibly, it can directly pay any invoice related to this project (example: payment of an airplane/train ticket, accommodation, etc...); but this type of settlement must be agreed by the Treasurer.

The treasurer of AVIAMA reserves the right to request reimbursement of all or part of the unused sums.

**Obligations of recipients (within 6 months after the end of the project):**

Need to **mention the name of AVIAMA** in all his communication medias

**Sending a Balance of the participation in the project.**

**Sending a Report to AVIAMA** (accompanied by some photos), indicating, among other things, the gains of the grant holder after his participation in the project and how he could share them in his country (or region).

**Allow AVIAMA**, without any restrictions, to use the documents constituting this report in its own communications (in any form whatsoever).

**Provide any proofs** (receipts, invoices, etc...) of the spent sums, requested by AVIAMA.

**Sending back**, signed, any receipt requested by the Treasurer of AVIAMA.

