1. **Rules for the allocation of grants for travel to participate in cultural and artistic events from the Nursultan Nazarbayev Foundation**

1. General Provisions

1. These Rules define the procedure for the allocation of grants from the Nursultan Nazarbayev Foundation (hereinafter - Foundation) for travel to participate in cultural and artistic events (competitions, festivals, internships, symposiums, master classes, biennials and conferences) held in Kazakhstan and foreign countries.
2. The purpose of allocating grants is to support young cultural and artistic figures by improving their professional level and promoting the achievements of culture and art of the Republic of Kazakhstan.
3. The Foundation establishes grants in the following categories (nominations):
4. literature, journalism;
5. choreography, music, theater, cinematography;
6. fine arts, architecture and design.
7. The grant amount covers travel and accommodation expenses for a period of no more than two weeks (14 calendar days).
8. Grants are allocated on the basis of a competitive selection process.

**2. Procedure for competitive selection of applications for a grant**

1. The following individuals are eligible to participate in the competitive selection:
2. cultural and art figures with professional education, up to the age of 40, performing (working) individually or as part of a creative team of no more than 3 (three) members (for the "choreography, music" category, a creative team of up to 5 (five) members is allowed)
3. students of educational institutions specializing in culture and art, performing individually or as part of a creative team of no more than 3 (three) members (for the "choreography, music" category, a creative team of up to 5 (five) members is allowed)
4. The applications must be submitted within the deadlines set by the Foundation. All information about the competitive selection and its results is posted on the Foundation's website.
5. The competitive selection is conducted during meetings of the selection committee, held at least once every two months.
6. The Foundation serves as the organizer of the competition, providing its informational, technical and financial support.

**3. Procedure for submitting applications for a grant**

1. To participate in the competitive selection for grants, applicants must submit the following documents:
2. an application in the form according to Appendix 1;
3. a resume of the applicant (for individual applicants - in the form according to Appendix 2, for creative teams - according to Appendix 3);
4. an estimate of expenses in the form according to Appendix 4;
5. a creative program (in free form, applicants may attach, photos, videos and other demonstration materials);
6. an invitation from the organizers of the event;
7. a recommendation letter from the organization where the applicant works/studies;
8. a copy of the identification document;
9. a transcript or an academy record extract (for students).
10. Only one application from one applicant is accepted per calendar year.
11. The application with the attached documents must be completed and submitted in the state or russian language, in a single original copy. All materials must be numbered, stitched and signed by the applicant.
12. The applications must be submitted within the deadlines set and announced by the Foundation.
13. The applications will not be accepted for participation in the competitive selection and will not be considered if they:
14. Are improperly completed (not in accordance with the established requirements);
15. Request funding for travel exceeding two weeks;
16. Are submitted less than two months (60 calendar days) before the start of the event;
17. Are sent via email or fax.
18. The reasons for rejecting applications will not be disclosed, and submitted applications and documentation will not be returned.
19. If the application is selected and a decision is made to allocate a grant, the Foundation will inform the applicant in writing using the contact details provided in the application.

**4. Procedure of the Competition Committee**

1. The Competition Committee is established by the Foundation and consists of at least 5 (five) people for the purpose of evaluating the competition applications and determining the winners.
2. The committee includes recognized figures in culture and art of Kazakhstan, members of the Council for Culture under the Foundation and representatives of the Foundation. The members of the Competition Committee carry out their duties voluntarily and without remuneration.
3. The meetings of the Committee are considered valid if at least 2/3 of its members are present.
4. The grant is awarded to the applicant who has received at least ¾ of the votes of the members of the Committee present at the meeting.
5. The decision on the results of the competitive selection is made by the Competition Committee by open voting.
6. The decisions of the Competition Committee are recorded in an official protocol. The final protocol is signed by all members present at the meeting and must contain a decision on recognizing the applications as winners of the competitive selection (indicating the name of the application and the grant applicant) and a recommendation on the allocation of a grant from the Fund.

**5. Competitive selection criteria**

1. Applications for grants are evaluated by the selection committee according to the following criteria:
2. the significance of the event for the creative and professional growth of the applicant;
3. the personal creative achievements of the applicant.
4. Based on the protocol of the committee meeting, the Foundation makes a decision on providing a grant to the winner of the competitive selection.

**6. Grant Allocation Procedure and Monitoring Their Targeted Use**

1. The decision to allocate grants is made by the Foundation based on the decision of the competition committee. This decision is formalized as an order issued by the Executive Director of the Foundation.
2. Grants are allocated by concluding a grant (sponsorship) agreement. In addition to the general terms and conditions, the grant (sponsorship) agreement must also provide for:
3. an indication of the decision of the competition committee;
4. the purpose of the funded trip (name and duration of the event);
5. the recipient's obligation to use the received sponsorship for the intended purpose (with reporting upon return from the trip);
6. the Foundation's right to monitor the targeted use of the allocated funds;
7. the grant recipient's liability for misuse in the form of a refund of the received funds.
8. The grant is issued in the form of funds transferred to the grant recipient's bank account specified in the agreement, following the terms determined by the agreement.
9. In the event of detection of a fact of misuse of the grant, the Foundation has the right to demand the return of the transferred funds.
10. The fact of misuse of the grant is grounds for denial of admission to participation in other future competitions organized by the Foundation.

*Appendix No. 1*

Application for Participation in the Grant Competition for Travel to Cultural and Arts Events

To: Nursultan Nazarbayev Foundation

From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Applicant’s full name)

\_\_\_\_\_\_\_\_\_\_ (Full name of the individual applicant or name of the creative team) hereby submit this application expressing intent to participate in the grant competition funded by the Nursultan Nazarbayev Foundation.

#### 1. Applicant Information:

| Full name of the applicant in accordance with the identification document or the name of the creative team with full name of its leader |  |
| --- | --- |
| Identification Document / Passport Details of the applicant |  |
| Date of Birth of the applicant |  |
| Address of the applicant |  |
| Professional Education |  |
| Place of Work / Study (Name and Address |  |
| Contact phone numbers, postal address and e-mail address (if any) of the applicant |  |

2. Grant details:

| Amount of the requested grant (in KZT/in USD– for international trips) |  |
| --- | --- |
| Title of the event |  |
| Name of the organizer |  |
| Address of the organizer |  |
| Duration of the event |  |
| Expected dates of departure and return | Departure: «\_\_\_» \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Return: «\_\_\_» \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

### 3. The applicant confirms that he/she has read and agrees with the Rules for Grant Allocation for Travel to Cultural and Arts Events funded by the Nursultan Nazarbayev Foundation.

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / (Full Name of the Applicant (Leader of the Creative Team) and Signature)

**Date of Completion:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be completed by a representative of the Nursultan Nazarbayev Foundation

| Registration number |  |
| --- | --- |
| Date of receipt |  |
| Full name and signature of the fund representative |  |

*Appendix No. 2*

**Grant Applicant Resume for Travel to Participate in a Cultural and Arts Event (for Individual Applicants)**

| Full name |  |
| --- | --- |
| Date of birth |  |
| Residential address |  |
| Specialization (as stated in the diploma of professional education) or academic major with the current year of study specified. |  |
| Area of ​​creative interests |  |
| Personal creative achievements (no more than five) |  |
| Participation in international events in the field of culture and art |  |
| Title and brief description of the creative program at the declared event |  |

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / (Full Name of the Applicant and Signature)

**Date of Completion:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Appendix No. 3*

**Grant Applicant Resume for Travel to Participate in a Cultural and Arts Event (for Creative Teams)**

| Name of the Creative Team |  |
| --- | --- |
| Number of participants |  |
| Participant Information: |  |
| 1. Full name  Date of Birth:  Specialization (as stated in the diploma of professional education) or academic major with the current year of study specified |  |
| 2. Full name  Date of Birth:  Specialization (as stated in the diploma of professional education) or academic major with the current year of study specified |  |
| 3. Full name  Date of Birth:  Specialization (as stated in the diploma of professional education) or academic major with the current year of study specified |  |
| Field of Creative Interests of the Team |  |
| Creative Achievements (no more than five) |  |
| Participation in International Cultural and Arts Events |  |
| Title and brief description of the creative program at the declared event |  |

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / (Full Name of the Applicant and Signature)

**Date of Completion:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Appendix No. 4*

**Cost Estimate for Grant Application for Travel to Participate in a Cultural and Arts Event**

| **№** | Expense Category | Amount of money |
| --- | --- | --- |
| 1 | Travel expenses |  |
|  | 1. across the territory of Kazakhstan |  |
|  | 1. outside the territory of Kazakhstan |  |
| 2 | Living expenses |  |

### \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / (Full Name of the Applicant and Signature)

**Date of Completion:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_