



## **CULTURAL CENTER OF THE INTER-AMERICAN DEVELOPMENT BANK**

### **CULTURAL DEVELOPMENT PROGRAM**

#### **I. Characteristics and objectives:**

The Cultural Development Program seeks to support small cultural projects that have a social impact in the Bank's member countries in Latin America and the Caribbean. The program is an extension of the activities of the IDB Cultural Center, which works to enhance the Bank's leadership role in the countries' comprehensive development processes.

The objectives of the program are to: recognize and stimulate the activities of cultural development centers; promote the restoration and preservation of historical cultural heritage; support the education of cultural facilitators and the development of artistic manifestations such as craft making, visual and plastic arts, music, dance, theater, literature, or any other area of cultural expression that benefits individual and community development; and support their sustainability.

The Cultural Center, in addition to proposing the regulations and guidelines for presenting projects, may evaluate the activities and suggest possible changes in their execution and/or administration, in order to make the best use of the funds.

The IDB Country Offices advertise the program in the local cultural media, identify initiatives worthy of consideration to receive program sponsorship and supervise the projects, and channel the resources, with the Cultural Center's approval.

## II. Regulations:

The program is subject to the following regulations:

- 1A. The IDB Country Offices: Any project to be considered under the program must be submitted through the IDB Country Office in the respective country where the activity is to be carried out. **The IDB Country Offices accept proposals from 1 October through 31 January of the year in which the funds will be awarded.** The IDB Country Offices conduct an initial evaluation of the projects and preselect those that best match the program's parameters. Preselected projects are then reviewed by the Selection Committee of the IDB Cultural Center in Washington, D.C.
- 2A. Proposal: Initiatives with financing needs ranging between US\$3,000 and US\$10,000 may be submitted. The proposal must meet the requirements set out in section III.
- 3A. Counterpart and sustainability: The program aims to support small cultural projects and promote their sustainability by collaborating with other entities and mobilizing other resources in each community. Accordingly, the project is required to have a counterpart of no less than one third of the amount requested and an explanation of how those funds will contribute to the project's sustainability over the long term.
- 4A. Based on the program's available resources, the Cultural Center will select the projects to be funded. The funding allocated will expire at the end of each year and may not be carried over to the following year. At least two thirds of the project must be executed within the calendar year in which the funds are received.
- 5A. Activities or production of materials that are, by nature, short-lived or repetitive, such as annual awards or honors or the exclusive production of books, CDs, videos, movies, etc., are not eligible for funding.
- 6A. The program supports cultural activities and may not be used to cover the salaries, administrative expenses, and/or food or similar items of the institution applying for the funds.
- 7A. The originals of the proposals will not be returned, nor will receipt be acknowledged. Only one original should be sent.
- 8A. The Selection Committee's decision will be announced at the end of May of each year.
- 9A. When the selection process is over, the Cultural Center and the Country Offices will contact only those institutions whose proposals have been approved by the Selection Committee to receive funding.

- 10A. The sponsorship of the **Cultural Development Program of the Inter-American Development Bank's Cultural Center** must be specified on any material related to the approved project, whether printed, electronic, or digital, and the logo of the IDB Cultural Center is to be included.
- 11A. Every project executed must, within 30 days of completion, prepare a report for the Center on the contribution made to the local community. Justification of expenses, manuals and educational materials, as well as publicity produced, and photographic material should also be included.
- 12A. To give other entities the opportunity to obtain economic assistance, institutions may only receive financial support under the program once.
- 13A. Standards of ethics prohibit any Bank employees and/or relatives from participating in this program or serving in an advisory capacity on any project.
- 14A. The Cultural Center may decline to fund any proposal that, in its judgment, does not match the criteria necessary to justify implementation.

### **III. Proposal requirements:**

The proposal must be submitted in writing and is not to exceed five pages. Proposals that are submitted electronically or that come with attachments such as videos, compact disks, diskettes, or any other material, will not be accepted. The proposal must comply with the following guidelines:

- 1B. Project title: Indicate the name of the activity to be carried out and the location of the project.
- 2B. Project description: 1) specify the activity to be carried out; 2) explain how it will benefit the local community; 3) describe the anticipated results.
- 3B. Project duration: Indicate the activity's start date and the duration of the project. Include time table of the working plan or schedule of activities, by stages. The Program's grant will cover a maximum of six months of the project, which should run preferably from July to December of that year.
- 4B. Institution responsible for the project: Only legally registered non-profit institutions with a minimum of five years of experience in the cultural and artistic fields may apply. The institution must have a local bank account registered under its legal name. Specify the legal name of the institution or entity with legal capacity submitting the project, including mailing address, telephone, facsimile, e-mail address, and Internet address.

- 5B.** Person responsible for the project: Indicate the name of the person in charge of carrying out the project and his or her profession, mailing address, telephone, facsimile, and e-mail address. This person will work with the Country Office to organize and implement the activity.
- 6B.** Cost of the project and counterpart: In the budget, provide details as to partial and total costs (in local currency and U.S. dollars) to be incurred by the project and by the counterpart, which should equal no less than one third of the amount requested. The counterpart may be provided by the same institution or other contributors. Indicate the amounts and the type of contributions (cash, services, materials) received by the project from any other participating institution and include the latter's name, mailing address, telephone, facsimile, and e-mail address.
- 7B.** Sustainability: Indicate how the assistance requested from the Cultural Development Program supports the sustainability of the proposed initiative over the long term.

**Note:** Visit the list of projects previously sponsored by the program at <http://www.iadb.org/cultural>

#### **IV. Country Offices of the Inter-American Development Bank in the region:**

**• ARGENTINA**

Calle Esmeralda 130, pisos 17, 18, 19, 20  
Buenos Aires  
Tel. 4320-1800  
Fax. 4320-1830

**• BAHAMAS**

IDB House  
East Bay Street  
Nassau  
Tel. 396-7800  
Fax. 393-8430

**• BARBADOS**

Maple Manor, Hastings  
Christ Church, BB15154  
Tel. 227-8500  
Fax. 429-8869

**• BELIZE**

Belize Marina Towers  
1024 Newton Barracks  
Belize City  
Tel. 221-5300  
Fax. 221-5312

**• BOLIVIA**

Edificio "BISA", 5º piso  
Avda. 16 de Julio, N° 1628  
La Paz  
Tel. 2217-7700  
Fax. 2239-1089

**• BRAZIL**

Sector de Embaixadas Norte  
Quadra 802 Conjunto F  
Lote 39 - Asa Norte  
70.800-400 Brasília, D.F.  
Tel. 3317-4200  
Fax. 3321-3112

**• CHILE**

Avda. Pedro de Valdivia 0193, 11º piso  
Santiago  
Tel. 431-3700  
Fax. 431-3713

**• COLOMBIA**

Carrera 7a., No. 71-21, Edificio Bancafé  
Torre B, Piso 19, Bogotá  
Tel. 325-7000  
Fax. 325-7050

**• COSTA RICA**

Edificio Centro Colón, piso 12  
Paseo Colón, entre calles 38 y 40  
San José  
Tel. 2523-3300  
Fax. 2233-1840

**• DOMINICAN REPUBLIC**

Avda. Winston Churchill esquina  
calle Luis F. Thomen, piso 10, Torre BHD  
Santo Domingo  
Tel. 562-6400  
Fax. 562-2607

• **ECUADOR**

Avda. 12 de Octubre 1830 y Cordero  
Edificio World Trade Center - Torre II, piso 9  
Quito  
Tel. 299-6900  
Fax. 299-6969

• **EL SALVADOR**

Edificio World Trade Center, Torre 1  
Piso 4, 89 Avenida Norte y Calle  
El Mirador  
San Salvador  
Tel. 2233-8900  
Fax. 2233-8921

• **GUATEMALA**

3ª Avenida 13-78  
Torre Citigroup, 10º Nivel  
Zona 10 Guatemala  
Tel. 2379-9393  
Fax. 2379-9301

• **GUYANA**

47-High Street, Kingston  
Georgetown  
Tel. 225-7950  
Fax. 225-7138

• **HAITI**

Banque Interaméricaine de  
Développement  
Tel. 2812-5000  
Fax. 2812-5048  
BIDHaiti@iadb.org

• **HONDURAS**

Colonia Lomas del Guijarro Sur  
Primera Calle  
Atrás Escuela Hostelería Los Sauces  
Tegucigalpa  
Tel. 290-3500  
Fax. 239-5752

• **JAMAICA**

40-46 Knutsford Blvd., 6<sup>th</sup> floor  
Kingston 5  
Tel. 764-0815  
Fax. 926-2898

• **MEXICO**

Avda. Paseo de la Reforma 222, Piso 11  
Colonia Juárez  
06600 México, D.F.  
Tel. 55-9138-6200  
Fax. 55-9138-6229

• **NICARAGUA**

Edificio BID  
Km. 4 ½ Carretera a Masaya  
Managua  
Tel. 264-9080  
Fax. 264-9143

• **PANAMA**

Avda. Samuel Lewis  
Edificio HSBC, Piso 14  
Panamá 5  
Tel. 206-0900  
Fax. 206-0999

• **PARAGUAY**

Quesada 4616 esquina Legión Civil  
Extranjera  
Asunción  
Tel. 616-2000  
Fax. 616-2269

• **PERU**

Paseo de la República 3245, piso 13  
San Isidro, Lima 27  
Tel. 215-7800  
Fax. 442-3466

• **SURINAME**

Peter Bruneslaan 2-4  
Paramaribo  
Tel. 52-1201  
Fax. 52-1229

• **TRINIDAD AND TOBAGO**

19 St. Clair Avenue  
Port of Spain  
Tel. 822-6400  
Fax. 622-6047

• **URUGUAY**

Rincón 640 esquina  
Bartolomé Mitre  
Montevideo 11000  
Tel. 915-4330  
Fax. 915-4332

• **VENEZUELA**

Edificio Centro Federal, Piso 3  
Avda. Venezuela, El Rosal  
Caracas 1060  
Tel. 955-2900  
Fax. 955-2999