

Cambodian Living Arts is looking for a consultant to review CLA's grants program

CONTEXT

Since 2017, CLA has been providing small grants to artists, arts administrators and arts students. We have different types of grants available, including small grants for projects, funding for travel and networking, and commission grants (where we fund artists to create new art work e.g. a performance or an exhibition). Many of these grants have been targeted at individual artists who are at the start of their career or even still studying, and the funding allows them to create their first professional work or to complete a small project. We have recently launched some grants targeting more experienced artists to help them advance their creativity, and grants to support groups/entrepreneurs leading grassroots arts initiatives. We also give funds to artists and students through our Arn Chorn Pond Living Arts Scholarship Program.

Grants are managed by an open call process, and generally we engage a panel of external experts/ experienced practitioners from the arts sector to participate in the selection process.

From 2017 – February 2022 we have awarded more than 1 million grants, to about 50 grantees. The smallest grant we have made is \$500 USD, the largest is \$25000 USD.

Throughout these years, we have noticed low number of female applicants and also low interests with regional mobility grants (these are for travel and networking within Asia). We have also observed that applicants have challenges to explain their ideas and share their project plans in proposals and in interviews, and would like to consider what adaptations we can make to our processes as well as what training we can provide to support artists to be able to effectively apply for grants (not only from CLA).

Thus, in order to effectively support artists and the arts community, CLA is seeking a consultant to review our grants programs. We would like the review to focus on assessing general needs for support vs the grant programs CLA currently offers, skills needed by artists and arts managers to apply for grants effectively, and what barriers stop people from applying - especially women, but also considering if there are other groups who find it difficult or hesitate to access the opportunities we are offering. We would like the Consultant to make recommendations to CLA as to how we can best respond to the points uncovered in the review.

For more detailed scope of works, please see the below section.

SCOPE OF WORK

Deliverables:

- A report of findings is produced which assesses:
 - The relevance of the grant programs currently offered by CLA
 - Any gaps in the grant programs currently offered by CLA
 - What works well and what could be improved in the way CLA offers and manages grants currently

- What barriers exist which may limit who/ how many people apply for the grants being offered by CLA
- Recommendations are made to CLA, including but not limited to:
 - What support, skills, and training workshop can be offered to assist applicants to apply for grants more effectively.
 - Any action CLA can take to increase applications from women to its programs
 - Any changes CLA should make to the type of grants it offers
- A debrief meeting is held with the CLA Program Managers to discuss the findings and recommendations from the review

Aim:

- Enable CLA to effectively support artists and the arts community with its various grants program
- Enable CLA to establish supportive internal policy in order to support female applicants to

Timeline:

The consultant shall be contracted during March 2023.

We would like to receive the report and recommendations by April 25th 2022.

The debrief meeting can be conducted during the week commencing April 25th 2022.

FEE

The guideline fee for this project is **\$2,000 USD gross**. The consultant shall be responsible for paying withholding taxes in Cambodia.

The contract is based on deliverables rather than hours, but we estimate that the Consultant will spend 8-10 days in total on the project, including desk review, some interviews/ focus groups and writing up the report and recommendations.

Any expenses associated with the consultancy e.g. travel, space rental or refreshments for focus groups, will be covered by CLA. CLA will also support coordination and administration related to the consultancy, e.g. contacting focus group participants, arranging space and logistics.

The consultant will be supported by the KNP (Knowledge, Networks & Policy) Program team who will assist with providing context, recommending participants for the consultations, engaging staff from other CLA teams as necessary and giving comments on the final draft.

APPLICATION INSTRUCTIONS

To apply for this assignment please submit:

- A cover letter (maximum 1 page) explaining why you are interested in this assignment and any experience you have that is particularly relevant to the topic
- A brief (maximum 2 pages) proposal that outlines:
 - How you would approach the assessment
 - A timeline that indicates major milestones
 - Confirmation of your budget for the work
- Resume, including 2 references

Please send these documents to info@cambodianlivingarts.org latest by March 7th, 2022. We encourage interested candidates to apply as soon as possible. Applications can be in English or Khmer, but the Consultant must be fluent in Khmer.

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