

# Program Overview:

## Training: Proposal Development

### Learning & Support Program

#### 1. How does this program work?

##### **MCH Training Program**

MCH works with experienced practitioners from our network to offer training opportunities to our community. The training topics are selected based on inputs from our Fellows (for example through surveys and from post-program feedback) and from our own observations and reflections on what skills and knowledge could benefit practitioners working at the intersection of arts and society in Asia.

During 2023 we will offer three training programs on different topics. They all follow the same structure; beginning with a virtual workshop (spread over 2-3 sessions) with a small group of participants, followed up with an opportunity for one-to-one consultation with the trainer on the participant's specific issues and queries.

The training topics for 2023 are Proposal Development (July 2023), Ethics and Arts Practice (August 2023) and Psychological First Aid (September 2023). Please follow [@mekonghub](#) on social media to keep up to date.

The online training on Proposal Development will cover:

- The ethics of seeking funds for an arts project
- The tensions and conflicts of seeking support for your work
- The do's and don'ts of proposal writing, and
- Examining proposals from the grant-maker's perspective.

There are exercises in which participants work together as a group as well as sessions in which they break up into smaller groups of two and three (which involve role playing) and report their findings to the larger group. The 1000-word proposals that participants will have submitted with their applications will be studied and discussed over the two days.

There are also some one-to-one consultation sessions available as a follow-up for participants who have specific questions on their proposals after the training.

#### 2. What are the goals of this program?

- Ensure participants understand what makes a good proposal and are better able to review and assess their own proposal writing
- Offer arts practitioners practical support with a current arts project proposal they are developing
- Build up networking and peer exchange between arts practitioners in the region

### **3. Who are the target participants for this program?**

The target participants for this program are individuals or organisations who would like training and support to improve their proposal writing skills using a specific proposal they are working on as a case study. This proposal must describe an arts project for which they are seeking support. If you apply as an organisation or collective, please note that only one representative of your group can attend the training.

To be eligible for this program you must:

- Be a citizen of an Asian country (at least 6 places of 12 will be awarded to citizens from Cambodia, Laos, Myanmar, Taiwan, Thailand, and Vietnam)
- Have enough working English to participate in the training activities, including:
  - Presentations from the trainer
  - Discussion with other participants
  - Exercises in proposal writing
- Be available and commit to participate in all training sessions
  - July 18: 13.00pm-17.30pm (ICT time/UTC+7)
  - July 19: Participants work independently to strengthen their proposals
  - July 20: 13.00pm-17.30pm (ICT time/UTC+7)
- Submit a draft proposal (up to 1000 words) with your application
  - The proposal should be for an arts project
  - It should be in English, but please note that English language fluency/accuracy won't be a criterion for review.

You will also need to:

- Have access to a quiet space and equipment to allow you to participate in the online training sessions and to work on the proposal exercise
  - Please note that MCH may be able to offer financial support to help you access a quiet space if this is needed. This can be discussed if you are offered a place on the program
- Commit to trying all the exercises, including in group discussions and do the individual exercise on improving the project proposal that you will include with your application
- Be open for discussion and to take feedback from the Trainer and other participants

### **4. What is the proposal I need to submit with my application?**

The training requires each participant to have a proposal in hand that they want to work on improving and developing. You will read each other's proposals and also work on your own proposal during the training. Therefore we are asking everyone to share a draft proposal at the application stage. This is limited to 1000 words, due to the timeline and scope of the workshop.

You may choose to write a new proposal for your application, but you are not expected to. You can submit an existing proposal that you already have in hand, as long as you make sure it fits within the word limit, e.g. by cutting out some sections.

The proposal should be for an arts project that you want to implement. Arts project may include but is not limited to: developing a new performance or exhibition or film or any kind of art product, forging collaborations to create new artistic work, doing research or taking other steps to prepare for undertaking an arts project, curatorial projects in the arts, exchange between artists, heritage projects, arts appreciation or arts training projects.

Proposals that would not be eligible would include those focused on institutional development (including improving organisational capacity in fundraising, communication, financial management and leadership), advocacy for the arts, or opportunities for self-improvement, such as to strengthen personal artistic skills, secure higher education in the arts, or increase exposure to the arts.

### **5. Why do you have a selection process for this training? What are the selection criteria?**

- We would like to offer the limited places to applicants most in need and most likely to benefit from the training program
- We would also like to have a balanced group of participants, comprising a range of experiences in proposal writing, coming from diverse cultural contexts, and facing complementary challenges and needs, so that participants can also learn from each other

The criteria that we will use to select participants for this program include:

- Adherence to the eligibility criteria
- Relevance of this training to applicant's experience and work
- Potential of the training program to benefit applicants and improve their proposal writing
- Ensuring that the group of participants is diverse in terms of years of experience, range of perspectives, countries of origin, artistic disciplines and professional practice – which will improve the participants' understanding and widen their network

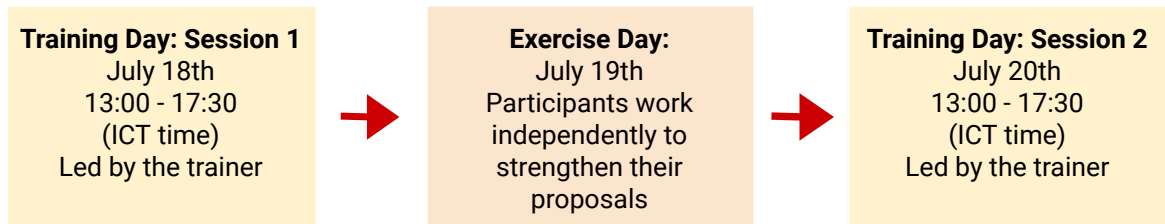
### **6. How do I apply for this program?**

- To apply for this program you need to complete the [application form](#)
- You must send your form and any supporting documents to [jennifer@mekongculturalhub.org](mailto:jennifer@mekongculturalhub.org) by July 3rd 2023
- When you send your application, we will confirm that we have received it. If you have not heard from us within 3 working days of sending your application, please contact us again
- Shortly after the closing date we will review all applications for eligibility
- All applications meeting the eligibility criteria will then be reviewed according to the selection criteria listed above
- All candidates will be notified of the outcome of the selection process by July 10th

## 7. What is the structure and timeline of the program?

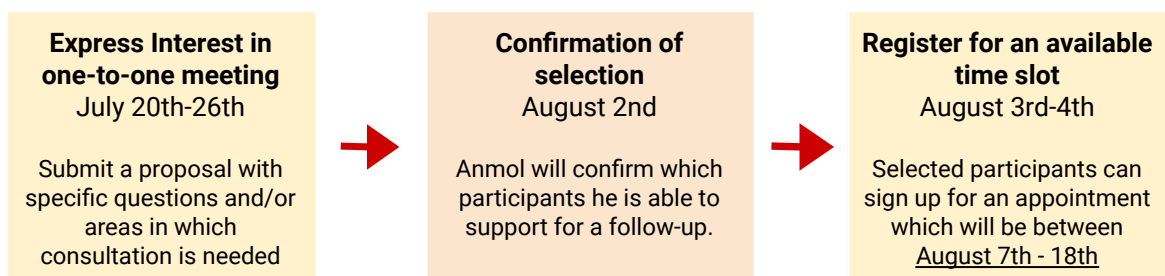
There will be two stages:

### Stage 1 Training (all 12 participants)



### Stage 2 - one-to-one consultation (up to 6 participants)

- After the main training, Anmol is able to offer up to 6 participants who have completed the stage 1 training, with a 90-minute one-to-one session, where they can seek his advice and guidance on specific questions about their proposal
- If more than 6 of the Stage 1 participants express interest in a follow-up session then we may need to decide who Anmol is best able to support, based on the questions that the participants have and the focus of their proposals

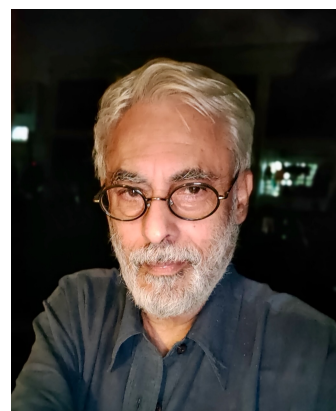


## 8. Who is the Trainer?

As mentioned above, this Training Program will be delivered by an experienced expert in proposal development, Anmol Vellani. Anmol is a theatre director, writer, institution builder, curator, teacher and actor trainer.

His writing and talks—on arts entrepreneurship, the creative economy, cultural policy, the role of grant-making foundations, culture and development, arts collaboration and the performing arts, for example—have reflected on the insights he has gleaned from his long engagement with the arts and philanthropy.

Anmol is the founder and former Executive Director of India Foundation for the Arts, an independent grantmaking agency. Anmol lives in Bangalore and works mainly in India and Southeast Asia.



## 9. Recap of key dates

Date	Time	Activity
June 27	17.00pm ICT time	Virtual Q&A session for anyone who has questions about the program and the application process Link: <a href="https://us02web.zoom.us/j/9516838070?pwd=aTdwQ0IBZ2kwekhaRmY4Z0JGOTR5QT09">https://us02web.zoom.us/j/9516838070?pwd=aTdwQ0IBZ2kwekhaRmY4Z0JGOTR5QT09</a> Meeting ID: 951 683 8070 PW: 5124
July 3rd	23.59pm ICT time	Deadline for applications
July 10th		Selection result notified to all applicants
July 12th		Selected applicants confirm their participation
July 18th	13.00pm- 17.30pm ICT time	Training session: all Participants attend
July 19th	Arranged by the Participants	Exercise day: Participants work independently
July 20th	13.00pm- 17.30pm ICT time	Training session: all Participants attend
July 20th- Aug 18th		One-to-one consultation: Participants who have completed the training program are eligible to apply for a follow-up session with Anmol
July 20-26		Open for application for one-to-one consultation
Aug 2nd		Result notified
Aug 3-4	TBD	Register for the consultation time slot (during Aug 7-18)
Aug 7-18	TBD	One-to-one consultation