CAYMAN NATIONAL
CULTURAL FOUNDATION

Grants For The Arts (GFA)

APPLICATION GUIDELINES

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About Us

The Cayman National Cultural Foundation is a non-profit organization led by experienced arts professionals and governed by a Board of Directors comprising individuals from both the public and private sectors. The Board members bring a diverse range of business skills, experience, and a shared passion for arts and culture, ensuring sound fiscal management and adherence to cultural policy objectives.

Our Mission

CNCF is chartered to promote, protect, preserve, and nurture our cultural and artistic heritage for all.

We will provide the unity to bring together our traditions, expressions of culture, groups, individuals, and institutions that make up our arts and culture sector.

Through access to expertise, training and professional development, funding and grants, we will help Cayman preserve our cultural identity and grow an even richer, more vibrant arts and culture scene.

CNCF's primary mandate includes:

- Arts and cultural preservation
- Producing and supporting cultural festivals
- Managing productions at the National Theatre
- Artistic development and education
- Youth arts programmes and special projects

CNCF's activities span the full spectrum of artistic disciplines, including Theatre, Dance, Music, Visual Arts, Literary Arts, and Traditional Arts.

We are also responsible for the maintenance and activation of the F.J. Harquail Theatre, which has been the centre for the fostering and development of Cayman's performing arts community for decades, and the Mind's Eye Centre, the historical site of 'Miss. Lassie's 140-year-old traditional home.

CNCF Grants for the Arts is an ongoing programme in place for over 25 years. This grants system has supported hundreds of artists, including providing financial support for Cayman's most established and influential creatives to date. The structure of the Grants system is a committee-based process.

How to Contact Us

For general information about Grants for the Arts, you may contact us as follows:

- Phone: 345-949-5477
- Email: grants@artscayman.org
- Website: www.artscayman.org OR www.cncf-education.org

Our office staff provides general information about:

- CNCF's work
- how long it takes us to reach a decision
- eligibility
- things we do not fund; and
- information sheets that support our programmes

Before You Begin:

Please read this document carefully before you work on your proposal or fill in the application form. It will tell you who can apply, what you can apply for, and what your application must include.

If you have any questions that this document does not answer, or if you need advice on your application or the activity you are applying for, you may contact us before you apply. Please read the application materials and be ready to describe your activity to us. This will save time and help us give you good advice.

Grant Schedule

The Grants schedule oulines when Grants open (Call for Proposals), Application Deadlines, and when the decisions are made and the grants are issued should they be successful. Please contact grants@artscayman.org for information on current or future grants schedules.

Please note that there will only be ONE awardee per grant in all categories.

Process for Creative Infrastructure, Literary and Heritage Projects Grants

Call for Proposals OPEN

Grantee Confirmed

Activity Report Due

Creative Worker Category Definitions

Grant calls are now standardized in terms of category definitions and criteria for selection. Grants are offered, recognizing the standard definitions adopted across the CNCF of categories of creative workers.

Nascent: Pre-Professional individuals practicing for less than one year.

Emerging: Practicing for one to two years, may have earned a tertiary certification and/or high school award, and demonstrates potential through submission of a portfolio of work.

Established: practicing for three to seven years with a history of completion of projects, awards, revenue, and preferably a registered business.

Export-ready: practicing for more than eight years with a registered business, a history of staffing (part-time and full-time), and key business structures in place, including accounts, a business plan, administration, compliance, and a communications structure.

Alumni: Given the funding history of the grant program and the longevity of the foundation's work with artists, grant alumni have been added as a category.

Structure of Grant Cycle

Please note that there will only be ONE awardee per grant in all categories.

Creative Infrastructure Grant

Literary Grant

Heritage Projects Grant

These three grant programs focus on heritage, cultural growth and literary advancements. Creative Infrastructure builds the tools, research, and learning frameworks that expand sector capacity and access; the Literary Grant supports the production of original works that contribute to cultural expression and intellectual discourse; and the Heritage Projects Grant ensures that cultural memory, identity, and critical perspectives are preserved and/or explored.

The target for this grants cycle is building learning capacity with a focus on cultural or heritage elements unique to Cayman.

Artist Categories

Creative Infrastructure Grant	For *Any Category*	Clear knowledge sharing platforms highly sought
Literary Grant	For *Any Category*	Academic research and high quality older children's (9-12) resources highly sought
Heritage Projects Grant	For *Any Category*	Historical and Cultural Nuance Exploration Highly Sought

Grants Committee

Grants are given through the Grants Committee and may include non-voting representatives from the CNCF.

List of ***Creative Infrastructure, Literary and Heritage Projects*** Grants:

Creative Infrastructure Grant

Purpose

To support the development of open access toolkits, curricula, or models that enhance capacity and knowledge circulation across the arts and culture sectors. To support high level research into elements of arts and culture and subsequent knowledge sharing within the community. This grant promotes equitable access to cultural knowledge and focuses on growth and knowledge building within the arts and culture sectors.

Scope

The Creative Infrastructure Grant is designed to provide support for the development and presentation of a work by *any category* of creative worker. Examples of creative infrastructure projects include but are not limited to: curriculum development for creative training, digital libraries or resources, frameworks for cooperative businesses or rights management, translation of research into toolkits or templates. The recipient is awarded $5,000 in direct funding to complete the proposed project. In addition, this grant includes the use of the Mind's Eye Centre if needed for meetings, exhibitions, workshops etc. without additional costs for venue and staffing. Creative workers therefore have access to professional facilities without incurring venue costs. The grantee's biography and their project will be featured across CNCF media platforms to help support visibility for the work and the creative professionals involved. CNCF may digitally host the project or link to as agreed. This grant represents an investment in knowledge building, equitable access and talent development in the Cayman Islands

- $5,000
- Use of the Mind's Eye Centre for meetings, workshops, etc
- Staffing of the Mind's Eye Centre for above
- Grantee biography and production featured on CNCF media

Literary Grant

Purpose

To support the production of a literary work. CNCF has a long and dynamic history of publication, with works spanning history, poetry, academia, fiction and non-fiction works. The Literary Grant supports CNCF's continued dedication to original literary works.

Scope

The Literary Grant is designed to provide support for the development and presentation of a literary work by *any category* of creative worker. A presentation of the work in the form of a reading, lecture or other knowledge sharing platform is expected. The recipient is awarded $5,000 in direct funding to complete the proposed project. In addition, this grant includes the use of the Mind's Eye Centre or studio theatre if needed for meetings, lectures, workshops etc. without additional costs for venue and staffing. Creative workers therefore have access to professional facilities without incurring venue costs. The grantee's biography and their project will be featured across CNCF media platforms to help support visibility for the work and the creative professionals involved. Excerpts will be featured in *Foundations* journal. This grant represents an investment in literature in the Cayman Islands.

- $5,000
- Use of the Mind's Eye Centre for meetings, workshops, etc
- Staffing of the mind's Eye Centre for above
- Grantee biography featured on CNCF media
- Grantee production featured on CNCF media

Heritage Projects Grant

Purpose

To fund archival, experimental, or memory based creative projects that explore or challenge dominant narratives around heritage and culture. The Heritage Projects Grant supports CNCFs mandate to promote, protect, preserve and nurture our cultural and artistic heritage. This grant ensures that critical thought is applied to the understanding of culture. This grant also provides a platform for identity development and dialogue.

Scope

The Heritage Projects Grant is designed to provide support for the development and presentation of a heritage or history-based work by *any category* of creative worker. A presentation of the work to the public is expected. Examples of heritage projects include but are not limited to: community storytelling projects, creative reinterpretations of history, immersive/tech-enhanced memory works, cross generational or oral history projects. The recipient is awarded $5,000 in direct funding to complete the proposed project. In addition, this grant includes the use of the Mind's Eye Centre for meetings, lectures, workshops, work-spaces, interview-spaces etc. without additional costs for venue and staffing. Creative workers therefore have access to professional facilities without incurring venue costs. The grantee's biography and their project will be featured across CNCF media platforms to help support visibility for the work and the creative professionals involved. This grant represents an investment in identity development and critical evaluation.

- $5,000
- Use of the Mind's Eye Centre for meetings, work-spaces, interview-spaces etc.
- Staffing of the mind's Eye Centre for above
- Grantee biography featured on CNCF media
- Grantee production featured on CNCF media

Making Your Application Eligible to be Assessed

We cannot assess applications that are not eligible. You can do the following things to help avoid this:

- Read through the application guidelines carefully.
- Allow enough time for us to reach our decision and for you to start planning and preparing to start your activity. If your activity/project is solely dependent on CNCF funding, we would recommend you not start the activity/project until a decision has been made by the GFA Committee. Fill in the application form completely.
- Attach a detailed budget showing projected sources and amounts of income, as well as a breakdown of projected expenses related to the activity, giving us as much information as possible so we can see how you have reached your figures. If your budget exceeds the Grant allowance, please include your other confirmed or expected funding sources, which can include funding from other public entities, private sector donations, and personal funds.
- Make sure your budget balances. The total income should be the same as the total spending.
- Review the checklist and ensure all the required documentation is available for your application
- If you're applying on behalf of a group, provide the names and contact information for two people who are authorised to sign cheques on behalf of the group.
- Use the artist categories and send in supporting documents to support your application.

Not every eligible application is successful. Applicants are encouraged to consider other options if CNCF cannot fund their activity.

Eligibility

At this time, eligibility is limited to individuals who are resident in the Cayman Islands and have been resident in the Cayman Islands for the preceding twelve (12) months and operate in the Cayman Islands.

Grants are for activities carried out over a set time period. Grantees must be able to complete the activity within the specified time frame.

Grants applicants must register with the CNCF National Artists' Registry when it is available.

Prospective applicants must carefully check the specific eligibility requirements for each grant type, if present.

Who qualifies:

- Practitioners in the fields: of the visual arts (including craft and design), the performing arts (theatre, music, dance and other performance forms), the literary arts (prose and poetry, fiction and non-fiction, and spoken word) and film (fiction and documentary, feature-length and short, animation); other cultural practitioners (for instance, the culinary arts, ethnobotanists), cultural researchers, organizers and educators, preservationists and other creative workers.
- Individuals and groups can apply for grants. Groups can be established groups, but also more informal groups constituted for a collaborative project. It is the responsibility of the applying group to ensure that there are clear arrangements regarding the leadership of the project and the receipt and handling of the funds, a matter that will be considered in the selection process. A spokesperson should be appointed who will serve as the primary point of contact for CNCF.
- Creatives legally resident in the CI (Caymanian and non-Caymanian)
- Creatives who have proven competence in their area of application.

- The grants are designated primarily for adult applicants (over 18 years old), but groups can include minors, with appropriate adult supervision, parental permissions, and any necessary safeguarding frameworks. Exceptionally, individual minors may be considered for grant support, provided parental permission, supervision, and responsibility of funds, and necessary safeguarding frameworks are in place.
- The activity must take place mainly in the Cayman Islands. There are some exceptions to this when artists or arts groups from the Cayman Islands are involved in activities in other countries. There are some exceptions to this when individuals or groups are showcasing on an international stage.

Eligibility Notes

- Arts groups that can share out profits to members or shareholders (businesses) will not be considered for grants, unless the activity that is applied for is a self-contained arts project and has a clear benefit to the public
- Individuals or arts groups based (living) outside of the Cayman Islands will not be considered for grants.
- Groups must have a bank account with two people who can sign in the group's name.

You cannot apply for the following activities:

- Activities that are not related to the arts/culture and heritage
- Activities that provide no potential benefit to the public, either in the short or long term
- Activities, including buying goods or services, which take place or start before we can review and decide on your application
- Activities, equipment, or events that duplicate what already exists
- Costs that are already covered by other funding
- General running costs and overheads that are already paid for by other income, including your own funds
- Ongoing overheads relating to equipment or buildings, such as insurance and maintenance costs

- Fundraising events, such as charity galas, that do not benefit the arts
- Activities or events that mainly take place outside the Cayman Islands. There are some exceptions to this, for example, grants for international travel or training, and international exchanges, but these activities must benefit individuals and artists living in, or arts groups based in, the Cayman Islands
- Activities that do not benefit or engage people in the Cayman Islands or that do not help artists and arts groups in the Cayman Islands to carry out their work
- Buying equipment and instruments which would not be used for the benefit of the public, either immediately or in the long term, or where the applicant does not have an artistic track record
- Self-promotional activities which do not provide public benefit, either immediately or in the long term, or where the applicant does not have an artistic track record
- Activities in a formal educational setting for educational purposes are necessary by law
- Afterschool programmes

Sending Us Your Application

All applications must be completed online. Visit our Grants Opportunities page on our website at www.artscayman.org OR www.cncf-education.org to register and apply for the grant relevant to your project. Follow the instructions listed to successfully submit your applications. Email grants@artscayman.org with any questions or concerns about the application process.

How We Assess Your Application

Criteria for Grants Evaluation

Criteria and weighted measures are built for each Grant. These criteria include a description and a weighting/score within the scoring matrix. The criteria are published in advance along with the call for proposals. You should ensure your project will score highly for the highest weighted criteria.

Criteria include:

- Social and environmental impact, including advocacy & analysis
- Creativity, innovation, and process
- Documentation methods
- Heritage and technology: including digitisation & preservation
- Relationship between artistic forms
- Collaboration with other partners, mentorship and apprenticeship, local and international
- Gender, Youth, and Wellness
- Audience Development
- Creation of new spaces/ Enlivening community spaces
- IP and Bridging the Gap: Integration across industries
- Mentorship/Apprenticeship
- Exchange/Movement
- Status of the Artist
- Innovation/Sustainability

Criteria also include some administrative considerations and considerations regarding project feasibility:

- Project organization and design
- Applicant experience/expertise/qualifications
- Access to goods and services
- Access to technology and spaces
- Budget clarity, transparency, and feasibility
- Alignment with grants' thematic progression

Criteria are weighed according to the Grant and the focus for the year. Scores are applied, and the total score is considered for each grant. Grant criteria is as below:

Criteria	**Explanation**	**Weight%**	**Score**
Social & Environmental Impact (Advocacy & Analysis)	Measures positive change in society and environment, including policy influence	2	
Creativity, Innovation & Process	Demonstrates originality and strong creative methodology	8	
Archival Processes/Cultural Documentation	Effective ways to record and preserve culturally significant information	8	
Heritage & Technology (Digitisation & Preservation)	Protects cultural heritage using modern tools and technology	7	
Relationship Between Artistic Forms	Explores connections across different art disciplines	3	
Collaboration	Builds partnerships and knowledge exchange across communities	7	
Gender, Youth & Wellness	Promotes inclusivity, youth engagement, and well-being	5	
Audience Development	Expands and engages diverse audiences	6	
Creation of New Spaces / Enlivening Community Spaces	Establishes or revitalizes spaces for cultural activity	4	
Bridging the Gap (Integration Across Industries)	Encourages cross-sector collaboration	3	
IP	Intellectual property compliance and awareness	3	

Mentorship / Apprenticeship	Supports skill transfer and professional growth	5	
Exchange / Movement	Facilitates mobility and cultural exchange	4	
Status of the Artist	Strengthens recognition and rights of artists	2	
Innovation / Sustainability	Ensures long-term viability and creative resilience	3	
Project Organization & Design	Well-structured project plan with clear objectives	7	
Applicant Experience / Expertise / Qualifications	Demonstrates capability and relevant track record	5	
Access to Goods & Services	Ensures resources are available to deliver the project	2	
Access to Technology & Spaces	Provides necessary infrastructure and facilities	1	
Budget Clarity, Transparency & Feasibility	Realistic, transparent, and cost-effective financial plan	8	
Alignment with Grants Thematic Progression	Matches the grant's focus areas and evolving priorities	7	

Scoring is as below:

Score	**Meaning**	**Description**
1 – Poor	Does not meet expectations	Criterion is missing, unclear, or shows major weaknesses
2 – Fair	Limited evidence	Criterion is partially addressed, but lacks depth or feasibility
3 – Good	Meets expectations	Criterion is adequately addressed with reasonable evidence
4 – Very Good	Strong evidence	Criterion is well-developed, clear, and demonstrates strong potential
5 – Excellent	Exceeds expectations	Criterion is outstanding, complete, and fully convincing

Grant Application Requirements Checklist

Ensure that you review the checklist thoroughly and have all the necessary elements before applying.

Registration Information:

- Full name / Organization name
- Contact details (address, phone, email)
- Legal status (individual, nonprofit, company, institution)
- Eligibility Confirmation: Artist Category, Caymanian, Age
- Statement confirming compliance with eligibility criteria

Proposal Application Information:

- Project Title and Summary
- Abstract (150–250 words) outlining purpose, goals, and expected outcomes
- Project Description
- Background and rationale; supporting data sets where possible
- Objectives and intended impact
- Target audience or beneficiaries
- Alignment with Grant Purpose
- Explanation of how the project addresses community needs
- Timeline and Work Plan
- Key milestones
- Start and end dates
- Deliverables schedule
- Budget and Financial Information
- Detailed budget breakdown (personnel, materials, overhead)
- Other funding sources or co-funding commitments
- Sustainability plan beyond the grant period/next steps
- Anticipated short- and long-term outcomes
- Evaluation and Impact Measures
- List of partners or collaborators

Additional Submissions (Supporting Documents:

- CVs or bios of key personnel
- Samples of previous work or publications
- References or endorsements needed for some grants
- Intellectual property, copyright, and Creative Commons considerations
- Ethical considerations where necessary
- Safeguarding documentation where necessary
- Submission Checklist
- Confirmation that all required sections and attachments are complete
- Applicant signature and date

FAQs

What Happens if You are Offered a Grant?

You will receive a letter of acceptance followed by a contract outlining all requirements and terms and conditions of accepting the grant.

These documents are provided by the grants secretary upon the success of your grant application. We may add special conditions to our offer of a grant. This is perfectly normal, and most grants will have some extra conditions attached.

If you receive a grant offer but no longer want to accept it, please let us know in writing. You must accept the offer within TWO weeks of notification. This means signing the contract and returning it to us. We will make all payments when you have met any conditions associated with receiving payment. If you applied as a group of people, you will need to send the bank details, including the names and contact information of two people who are authorised to sign cheques on behalf of the group. The person taking the lead in making the application will be responsible for the grant. You must also continue to meet our standard grant conditions.

What Happens if Your Application is Unsuccessful?

You will receive a letter outlining the main reasons why your application was unsuccessful. You can apply again in the next grant cycle. We will not be able to assess repeat applications for the same activity/project that have not addressed the concerns expressed in the first (unsuccessful) application.

Complaints

Any artist/group who has submitted an application for a grant and has reason to believe that the application was unfairly dealt with is encouraged to submit a written complaint in the form of an email to the Secretary of the CNCF Grants Committee at grants@artscayman.org. The complaint should be made within five (5) working days of receiving notification of an unsuccessful application. A response will be provided via email within 10 working days after CNCF receives the complaint.

Important Note

Please note that once you press the submit button for your application, you have consented to your data being collected. All registration data collected will be stored on our database and used in compliance with data protection laws in the Cayman Islands.

We wish you success with your application!

Your Work and the Freedom of Information Act

The Cayman National Cultural Foundation is committed to being as open as possible. This includes being clear with you about how we assess and make decisions on Grants for the Arts. If you apply to us for a grant, we are happy to give you copies of the information we hold about you, including our assessment of your application.

We are also listed as a public authority under the Freedom of Information (FOI) Act 2007. By law, we may have to provide your application documents and information about our assessment to any member of the public who asks for them under the Freedom of Information Act 2007. However, we will not release those parts of the documents covered by one or more of the exemptions under the Act. Visit the website at www.ombudsman.ky for information on the exemptions and freedom of information generally.

This section describes how we generally plan to treat your application documents and assessment information if someone asks to see them under the Freedom of Information Act 2007. However, it does not cover all cases as we have to consider each request for information individually, based on the situation at the time.

We do not release any information about applications during the assessment as this may interfere with the process. After we have assessed your application, we may release your application documents and information about our assessment if a member of the public asks for them. Here are details of what information we would not release.

Whether your application was successful or not, in processing or the event has already happened, we will not release the following:

- Your name, home address, email address, phone, cell phone, and fax numbers, and any details of your background (if you have any details provided)

- Any information you said was confidential when you applied to us for funding. This can include your written proposal, financial information such as your budget or business plans,

Under the Freedom of Information Act 2007, if we are asked for information after your activity has ended, we will generally release your proposal and budget, together with all other information in your application documents permitted by data protection laws of the Cayman Islands. We will not do this if you provide good reasons for the information to remain confidential after the end date in the application form.