

Mobility

First!

Collaboration Grants

APPLICATION
GUIDELINES

2021

www.mobilityfirst.ASEF.org



ASIA-EUROPE
FOUNDATION

Table of Contents

Overview	2
About ASEM	4
About ASEF	4
Eligibility	5
What types of collaborations are supported?	6
<i>Mobility First's</i> guiding principles and priorities	6
Focus areas	7
Application & Programme Requirements	8
Grant Coverage	8
Timeline	9
Assessment Criteria.....	9
Application and reporting processes	10
Questions?	12

Overview

In the area of culture, the [Asia-Europe Foundation \(ASEF\)](#) promotes cultural relations by connecting artists, cultural professionals, arts organisations, public institutions, networks and museums in Asia and Europe. We respond to current gaps in cultural cooperation between Asia and Europe by providing access to information, facilitating cultural mobility and promoting artistic diversity.

[Mobility First! – ASEF Cultural Mobility Initiative](#) is a mobility grants programme that supports the mutual cultural practice of those working in the arts. Since it was launched in 2017, **Mobility First!** has supported cross-border mobility of over 300 cultural professionals between 48 ASEM countries and was recognised in [UNESCO's Reshaping Cultural Policies Report \(2nd edition\)](#), as a “success story” in bridging existing funding gaps to support cultural mobility in the Asia-Asia and Asia-Europe contexts.

In 2021, in response to the continuing restrictions on travel and physical gatherings due to Covid-19, **Mobility First!** will offer virtual [collaboration grants](#) to [artists](#) and [arts managers](#) from Asia and Europe to jointly create [new works or texts](#). This initiative reaffirms the importance of creating opportunities for professional networking among cultural professionals, in line with the recent [Asia-Europe Meeting \(ASEM\)](#)¹ Ministerial Statement on COVID-19 by ASEM13 Host and Regional Coordinators (Phnom Penh, September 2020)².

We welcome joint applications submitted by [individuals collaborators](#) or [arts organisations](#). Two open calls will be launched in 2021: in February and May.

Mobility First! 2021 is publicly funded by the 53 Partners of the [Asia-Europe Meeting \(ASEM\)](#). In addition, the Ministry of Foreign Affairs, Norway has awarded a grant to **Mobility First!** from 2019 to 2021.

¹ The Asia-Europe Meeting (ASEM) is an intergovernmental process established in 1996 to foster dialogue and cooperation between Asia and Europe. The 53 ASEM Partners are Australia, Austria, Bangladesh, Belgium, Brunei Darussalam, Bulgaria, Cambodia, China, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, India, Indonesia, Ireland, Italy, Japan, Kazakhstan, Korea, the Lao PDR, Latvia, Lithuania, Luxembourg, Malaysia, Malta, Mongolia, Myanmar, the Netherlands, New Zealand, Norway, Pakistan, the Philippines, Poland, Portugal, Romania, the Russian Federation, Singapore, Slovakia, Slovenia, Spain, Sweden, Switzerland, Thailand, the United Kingdom, Viet Nam, the European Union, and the ASEAN Secretariat. For more information, please visit www.ASEMinfoboard.org

² See ASEM Ministerial Statement on COVID-19, 7 September 2020; <https://cdn.aseminfoboard.org/documents/1-Final-Version-of-the-Ministerial-Statement-on-COVID-19.pdf>

Mobility First! also contributes to the pursuit of the United Nations' [Sustainable Development Goals \(SDGs\)](#), in particular:



About ASEM

The [Asia-Europe Meeting \(ASEM\)](#) is an intergovernmental process established in 1996 to foster dialogue and cooperation between Asia and Europe. ASEM addresses political, economic, financial, social, cultural, and educational issues of common interest in a spirit of mutual respect and equal partnership. Presently it comprises 53 Partners: 30 European and 21 Asian countries, the European Union and the ASEAN Secretariat.

For more information, please visit <https://www.aseminfoboard.org>

About ASEF

The [Asia-Europe Foundation \(ASEF\)](#) promotes understanding, strengthens relationships and facilitates cooperation among the people, institutions and organisations of Asia and Europe. ASEF enhances dialogue, enables exchanges and encourages collaboration across the thematic areas of culture, education, governance, economy, sustainable development, public health and media.

ASEF is an intergovernmental not-for-profit organisation located in Singapore. Founded in 1997, it is the only institution of the Asia-Europe Meeting (ASEM).

ASEF runs more than 25 projects a year, consisting of around 100 activities, mainly conferences, seminars, workshops, lectures, publications, and online platforms, together with about 150 partner organisations. Each year, over 3,000 Asians and Europeans participate in ASEF's activities, and much wider audiences are reached through its various events, networks and web-portals.

For more information, please visit <https://www.ASEF.org>

Eligibility

Eligibility is via **2 tracks**: Individuals forming teams or arts organisations per the following guidelines.

Individual Teams

- Team applications should include **2 to 3 collaborators** (applications from only one participant will **not** be accepted)
- Team applications should include at least **1 Asian and 1 European citizen** of 51 [ASEM partner countries](#) (refer to Annex 1 for full list)
- Artists and arts managers working in any artistic discipline (such as visual arts, performing arts, film, heritage, etc.) are welcome to apply
- Collaborations on any of the eligible activities listed in the next section [What types of collaborations are supported?](#) are welcome
- Individuals who are recipients of the **Mobility First!** travel grant in 2019 or 2020 may **not** apply

Arts organisations

- Organisations may submit an application for **3 to 6 collaborators** to work on a joint activity
- Applications should include **at least 1 Asian and 1 European citizen** of [ASEM partner countries](#) (refer to Annex 1 for full list)
- Applications for artists & and arts managers from any artistic discipline (such as visual arts, performing arts, film, heritage, etc.) are welcome
- Organisations should be based and operating in any of the 51 [ASEM partner countries](#). Non-profit arts organisations will be prioritised.
- Collaborations on any of the eligible activities listed in the next section [What types of collaborations are supported?](#) are welcome
- Organisations that are recipients of the **Mobility First!** travel grant in 2019 may **not** apply

Note: **Mobility First!** will not be accepting re-applications from:

- Successful 2019 & 2020 grantees – both individuals and arts organisations. This includes 2019 grantees who have been awarded the **Mobility First!** travel grant under a successful arts organisation grantee
- 2019 & 2020 grantees who have been supported by our special open calls with Cambodian Living Arts, Prince Claus Fund and the Norwegian Ministry of Foreign Affairs

However, applicants who were **not** selected in 2019 & 2020 are welcome to apply again.

What types of collaborations are supported?

ASEF supports artists and arts managers through the following 6 types of virtual or hybrid (virtual + on-site) collaborations:

1. Artmaking (e.g. digital art, performances, literature/storytelling, etc.)
2. Practice-led research
3. Mentorship programmes
4. Online workshops or trainings (for applications from arts organisations)
5. Virtual or hybrid conferences or forums (for applications from arts organisations)
6. Artists' or writers' residencies (for applications from arts organisations)

Regardless of the type or format of activity you intend to collaborate on, the activity should closely fulfil **Mobility First!**'s [guiding principles and priorities](#).

Mobility First's guiding principles and priorities

Mobility First! support is given depending on how well the application has managed to:

- Convey specific purpose of the collaboration and their objectives
- Closely fulfil one or more of **Mobility First!**'s focus areas: the role and value of artists/arts in a time of crisis; the arts in crisis; international cultural collaborations in the new normal; art and well-being. Kindly refer to section '[Focus Areas](#)' for more details.

Purpose of collaboration

In your application, you will need to:

- Provide a description of the project or activity you intend to collaborate on and its main objective. A video or visual description is highly encouraged.
- Define the tangible outputs of your proposed activity (e.g. written text, new artworks, etc) that will be submitted after the collaboration period
- Explain what your personal and professional objectives are for participating in the proposed activity and the impact of the activity on your professional development
- Illustrate how the activity aligns with **Mobility First!**'s [focus areas](#)

Focus areas

The collaborations should deliver on one or more of the following focus areas, regardless of the type/format of activity you intend to participate in.

The following focus areas will be prioritised for the **Mobility First!** open call:

The role and value of artists/arts in a time of crisis The arts in crisis

Activities that raise awareness of the significance and contribution of artists & the arts in bringing people together and nurturing positive social change in times of uncertainty

Activities that respond to challenges in the arts in the time of Covid-19, particularly the loss of livelihood of many artists & cultural practitioners, disruption of traditional business models of arts organisations, unequal opportunities, and the current debates on the arts as 'non-essential' services in a crisis

International cultural collaborations in the new normal

Activities that inspire new and innovative approaches to international collaborations in the time of physical distancing and restricted mobility

International collaborations that involve cross-sectional themes between arts/culture and sustainability & climate change, technology, economy, public health etc. are welcome

Art and well-being

Activities that contribute to the growing body of knowledge on the intersection between art and mental health

Activities that demonstrate improving health and well-being through the arts

Note: The activity which you are intending to collaborate on does not need to tackle all four focus areas.

Application & Programme Requirements

- Fill in the online application form & define the activity's objective, output and timeline
- Attach your CV, video or visual description of your proposed collaboration, photos and/or videos of your previous works. Videos are highly encouraged (max of 2 mins per video).
- The collaboration should have a defined output (e.g. artwork, text or research, performance, film, etc) that is available in digital format
- The collaboration & outputs should be completed within a period of 6 weeks (see *Timeline* section)
- During the collaboration period, submit at least 3 social media content (images, videos, text) documenting the progress of the collaboration
- Be available to engage with public audiences and other **Mobility First!** grantees through social media, online conversations, interviews and webinars
- Submit the output of the joint activity and post-collaboration online report

Grant Coverage

Each selected participant will be awarded a grant of **SGD 500**.

The total grant amount is dependent on the number of participants in the collaboration, as outlined in the table below.

Number of participants in the collaboration	Grant per participant	Total grant amount
2	SGD 500	SGD 1,000
3	SGD 500	SGD 1,500
4	SGD 500	SGD 2,000
5	SGD 500	SGD 2,500
6	SGD 500	SGD 3,000

Grants will be awarded in **full** upon completion of the collaboration and submission of the programme requirements.

Timeline

The call for collaborations will be open and accepting applications in **2 cycles** – February and April 2021 (rolling basis).

Timeline (2021)	
Cycle 1	
Open call	1-28 February
Selection results announcement	15 March
Collaboration period	1 April to 30 May
Final submission of requirements	30 May
Disbursement of grants	1-15 July
Cycle 2 (rolling)	
Open call launch	1 April
Selection results	rolling basis, within 2 weeks of submission of application
Collaboration period	At least 4 weeks
Final submission of requirements	within 1 week after the collaboration project has completed and no later than 29 October 2021
Disbursement of grants	within 4 weeks after submission of final requirements and no later than 30 November 2021

Grants may **not** be carried over beyond 2021.

Assessment Criteria

The **Mobility First!** Selection Committee assess applications based on:

- ➔ Quality and content of the applicants' purpose, objectives and desired outputs of their collaboration
- ➔ Relevance of the proposed activity to one or more of **Mobility First!**'s focus areas

Successful applicants will be notified via email with an official letter of offer.

Application and reporting processes

1. Applicants should read the **Application Guidelines** and **Frequently Asked Questions (FAQs)** before submitting an application.
2. All applicants should complete an **online application form** which is accessible via <https://mobilityfirst.asef.org>.

The following documents must be attached to the online application form:

- Curriculum vitae (CV) of each participant
- Video or visual description of your proposed collaboration
- Photos or videos of previous works of each participant

3. Applicants can expect to hear feedback about their application in **2 cycles** – February and April 2021 (rolling basis)

Timeline (2021)	
Cycle 1	
Open call	1-28 February
Selection results announcement	15 March
Collaboration period	1 April to 30 May
Final submission of requirements	30 May
Disbursement of grants	1-15 July
Cycle 2 (rolling)	
Open call launch	1 April
Selection results	rolling basis, within 2 weeks of submission of application
Collaboration period	At least 4 weeks
Final submission of requirements	within 1 week after the collaboration project has completed and no later than 29 October 2021

Disbursement of grants	within 4 weeks after submission of final requirements and no later than 30 November 2021
------------------------	--

4. Upon successful application, ASEF will request for a **scanned passport copy** from each grantee/selected participant.

5. For individual teams, ASEF will issue an **official letter of offer** and **Terms of Reference (ToR)** to **each participant**. Grants will be disbursed to each participant.

100% of the grant amount will be disbursed to each participant after completion of the activity and submission of all requirements.

6. For arts organisations, ASEF will issue an **official letter of offer** and **Terms of Reference (ToR)** to **each organisation**. The organisation ensures the engagement and participation of each of collaborator by contracting and disbursing the grants to each collaborator. Organisations will be required to show receipt of payment of the grants to each participant.

100% of the grant amount will be disbursed to the organisation after completion of the activity and submission of all requirements.

7. Grant amounts

- Each selected participant will be awarded a grant amount of **SGD 500**, regardless of the application track: individuals or arts organisations.

8. Payment of grants

- 100% of the allocated grant amount will be transferred in a single tranche after completion of the collaboration and submission of all requirements
- For individuals: payment of grants will be made to each participant's account
- For arts organisations: payment of grants will be made to the organisation's account. Arts organisations will be required to show receipt of payment of the grants to each participant.

Questions?

Check out our **Mobility First! 2021** [Frequently Asked Questions \(FAQs\)](#)

or

Drop us an email at mobilityfirst@asef.org

Annex 1: List of ASEM Partner Countries

ASIA

Australia	Indonesia	Mongolia	Singapore
Bangladesh	Japan	Myanmar	Thailand
Brunei Darussalam	Kazakhstan	New Zealand	Viet Nam
Cambodia	Korea	Pakistan	
China	Lao PDR	Philippines	
India	Malaysia	Russian Federation ³	

EUROPE

Austria	Finland	Lithuania	Slovakia
Belgium	France	Luxembourg	Slovenia
Bulgaria	Germany	Malta	Spain
Croatia	Greece	Netherlands	Sweden
Cyprus	Hungary	Norway	Switzerland
Czech Republic	Ireland	Poland	United Kingdom
Denmark	Italy	Portugal	
Estonia	Latvia	Romania	

³ Note: Russian Federation is considered as a country in Asia in the ASEM context