

Mobility

First!

Collaboration Grants

FREQUENTLY ASKED
QUESTIONS

2021

www.mobilityfirst.ASEF.org



ASIA-EUROPE
FOUNDATION

Kindly read the **Mobility First!** [Application Guidelines](#) first before the FAQs below:

Applicant Profile

Who is eligible to apply to Mobility First! ?

Artists and arts managers who are citizens of any ASEM partner country, forming a team of 2 or 3 collaborators.

Arts organisations that are based and operating in any ASEM partner country, applying on behalf of 3 to 6 collaborators.

I am a citizen of one of the ASEM countries listed below but I am currently living in a non-ASEM country. Am I eligible to apply?

Yes, you are eligible to apply even if you do not live or are not based in an ASEM country.

The important pre-condition would be that you are a citizen of an ASEM partner country (passport holder) listed below and you are travelling to an ASEM country through **Mobility First!**.

The list of ASEM partner countries are:

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 ¹	

EUROPE

Austria	Finland	Lithuania	Slovakia
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¹ Note: Russian Federation is considered as a country in Asia in the ASEM context

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	

Is there a minimum age to apply? Yes, applicants must be **at least 18 years old** at the time of application.

There is no maximum age limit and artists and arts managers who are in the early or veteran stages of their professional careers are welcome to apply.

As an artist/cultural professional, are there specific fields of art that I need to be working in to be eligible?

We welcome applications from any artistic genre (such as visual arts, performing arts, film, heritage etc.).

The field of art that you work in does not have any impact on the evaluation of your application.

Can I submit a single application?

Mobility First! offers collaboration grants. As such, applicants must apply as a team of collaborators.

Joint applications from pairs or threes are accepted for the individual teams track, and 3 to 6 participants for the arts organisations track.

Are United Kingdom (UK) nationals eligible to apply after the UK's departure from the European Union (EU)?

Yes. The UK's departure from the EU does not affect the eligibility of UK nationals to apply to any ASEF project. The UK remains an ASEM partner country and the full list of ASEM partners can be found [here](#).

Collaboration Activities

Do all activities have to be virtual? No, collaboration activities may be virtual, physical/on-site, or hybrid (virtual and on-site). On-site activities must be subject to local safe distancing measures.

If your proposed activity includes a physical gathering component, please indicate this in your application and how safe distancing measures will be enforced.

What types of outputs should the activities produce?

Type of output: New artworks or written text are the two main types of outputs.

Format of output: All outputs must be available and submitted in digital format – videos, Word doc or PDF, published in websites or digital platforms.

You will be asked to indicate the type and format of your output in your application proposal.

Are events (virtual/physical/hybrid) also supported?

Proposals for events (virtual, physical & hybrid) are accepted and will be assessed in the same manner as other activities. Kindly clearly indicate the purpose of the collaboration and how the event fulfils one or more of **Mobility First!’s** focus areas. Kindly refer to the [Application Guidelines](#) for more details.

The proposed activity may also be a part or a sub-event of a larger event.

If your proposed event includes a physical gathering component, please indicate this in your application and how safe distancing measures will be enforced.

Can I apply for an ongoing activity or an activity which has already taken place?

No, **Mobility First!** will not be able to support activities retrospectively or future activities that do not fall within the stipulated collaboration period.

Proposed activities should fall within the stipulated collaboration period. Kindly refer to the [Application Guidelines](#) for the detailed timeline.

However, the proposed activity may be part of a longer-term project. In which case, the collaboration and its outputs must be completed within the stipulated collaboration period.

What types of collaborations has Mobility First! supported in the past?

2021 is the first year that **Mobility First!** is supporting collaborations.

Alternatively, you may view the projects of past successful applicants of ASEF Culture360's virtual residencies last year: [Virtual360 Konnect](#) and [Virtual Workings](#)

If we finish our collaborations earlier than the date indicated in the programme timeline, can we submit the requirements early as well? And get paid earlier?

Yes! We encourage early submissions. Payment of grants will also be processed earlier, upon completion and submission of requirements.

Is it possible to change our proposed activity and outputs after selection?

Should there be any changes to your original proposal, please provide an explanation to ASEF in writing as soon as possible. Do note that all changes are subjected to re-assessment and approval. Submission timelines will not be extended.

Grant Coverage

What does the Mobility First! collaboration grant cover?

The **Mobility First!** grant is intended to cover for artists' fee, their time and expenses (if any) spent on producing the creative outputs during the collaboration.

Is the grant amount fixed?

The grant amount is fixed at **SGD 500 per grantee** or collaborator.

For example, if you are a team of 3 collaborators selected through the individuals track, the team will have a total grant of SGD 1,500 to work on your joint activity. However, payment of SGD 500 each will be disbursed directly to the 3 collaborators' individual bank accounts upon completion of the activity.

The maximum number of collaborators applying to the individuals track is 3, while the minimum is 2. Applications from single participants (i.e., with no collaborators) are not accepted.

For the arts organisations track, grant amount is still fixed at **SGD 500 per grantee** or collaborator and total grant of the activity is also based on the number of collaborators. For example, an organisation with 6 collaborators will get a total grant of SGD 3,000. However, payment of the total grant will be disbursed to the bank account of the organisation. The organisation, in turn, ensures the transfer of SGD 500 to each collaborator.

The maximum number of collaborators applying via arts organisations track is 6, while the minimum is 3.

Can I apply for extra funding for my project? What about production costs of my artwork / instruments / materials which I will require for my project?

Currently, **Mobility First!** collaboration grants are fixed at SGD 500 per grantee. We are unable to provide additional funding for extra production costs.

We strongly encourage applicants to propose activities that are feasible with the grant coverage.

Do we need to submit an expense report?

No, grantees may allocate the grant towards the successful completion of their activities and outputs at their discretion.

However, applicants are welcome to include a projected expense budget in their application. This may support the financial feasibility of your proposed activity to the grant coverage.

How does this grant programme differ from ASEF Culture360's virtual residencies which also provide financial support for artistic collaborations?

The **Mobility First!** collaboration grant programme is not an e-residency. Activities are expected to be self-directed and grantees are free to structure their own collaboration process and schedules in their proposals. Unlike a virtual residency, it does not include a mentorship or facilitation component.

Does Mobility First! still support travel?

For the 2021 programme, **Mobility First!** will only be supporting collaboration activities between Asia and Europe, instead of travel as travel is still restricted and poses health risks.

Application Process

What is the eligible collaboration period for the open call?

Mobility First! is accepting applications for collaborations taking place between **1 April to 30 May 2021** for cycle 1. For cycle 2, applications will be received and reviewed on **rolling basis** starting **1 April 2021**. Kindly refer to the [Application Guidelines](#) for the detailed timeline.

Can I apply for an ongoing activity or an activity which has already taken place?

No, **Mobility First!** will not be able to support activities retrospectively or future activities that do not fall within the stipulated collaboration period.

Proposed activities should fall within the stipulated collaboration period. Kindly refer to the [Application Guidelines](#) for the detailed timeline.

However, the proposed activity may be part of a longer-term project. In which case, the collaboration and its outputs must be completed within the stipulated collaboration period.

Is it possible to submit an application for multiple activities?

No. Each successful applicant will receive the grant only once and for one activity.

Can I apply to Mobility First! if I am also seeking grants and funding from other organisations for the same activity I am applying for?

Yes, you may still apply to **Mobility First!**. In your application, please indicate other sources of funding from other grants, if applicable.

This information is however only used for statistical purposes and does not have any impact on the evaluation of your application.

Assessment Process

How is an application assessed?

Applications will be assessed 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. Kindly refer to the [Application Guidelines](#) for more details.

We highly encourage a video or visual illustration to explain your proposed activity.

Mobility First! is an equal opportunities programme. Applications from artists and arts managers of any ASEM nationality, ethnicity, caste,

creed, gender or sexual orientation are welcome. ASEF does not discriminate on the basis of age, disability or marital status.

What happens after submitting my application?

After receiving your application, ASEF staff will review your application form and attachments thoroughly.

Successful applicants will be notified via email with an **official letter of offer**. After accepting the offer, they will be issued a contract or **Terms of Reference (ToR)**.

For individual teams, ASEF will issue the official letter of offer and Terms of Reference (ToR) to each collaborator.

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 signed receipt of payment of the grants to each participant.

When will I know the result about my application?

Selected applicants can expect to hear about their application on **15 March** for cycle 1 and within 2 weeks of submission for cycle 2. Kindly refer to the [Application Guidelines](#) for the detailed timeline.

However, due to the large number of applications we receive, we are unable to provide individual feedback to applicants who have not been selected.

Others

I am having issues with loading the application form. What browsers are supported?

Our application form is hosted on **Formstack** and we recommend completing the application form on a Desktop setting rather than filling it in via your mobile phones.

We recommend using the following browsers to ensure the application form loads smoothly:

- [Firefox](#)
- [Google Chrome](#)
- [Safari](#)

I have been trying to upload files to the form, however the files which I have uploaded keep getting wiped.

The application form saves the details which you've input on its own automatically. However, files uploaded to the form will not be saved until the form has been submitted.

As such, we would suggest uploading the files (e.g. CVs, photos, videos, etc.) only when you are ready to submit your application form.

Why can I no longer retrieve the application form which I have filled in previously?

As you have utilised the '**Save and Resume**' function on the form, the function allows you to save a partially completed form and complete it **within 30 days**.

After which, the links to your previous form and any data which you've input will be lost.

Do ensure that the forms are completed within the 30 days limit.

What is the maximum capacity for file uploads on the application form?

Currently, file uploads are limited to **25MB** per form. Do ensure that the documents which you have attached do not exceed the 25 MB limit.

Alternatively, you may include specific links to your website, LinkedIn, YouTube, Google Drive or Dropbox for large files.

Questions?

Drop us an email at mobilityfirst@asef.org