

REGULATIONS FOR GRANTS AWARDED BY THE INSTITUT FRANÇAIS

Date adopted by the Board of Directors: **14 November 2023**
Date on which the Regulations come into force: **1 January 2024**
Updated: **7 October 2026**

Contents

Preamble	4
SECTION 1 – GENERAL PROVISIONS APPLICABLE TO ALL GRANTS AWARDED BY THE INSTITUT FRANÇAIS	5
1.1 Scope.....	5
1.1.1 Legal framework for grants	5
1.1.2 No vested right to receive a grant.....	6
1.1.3 Annual threshold for an agreement	6
1.2 Types of beneficiary	6
1.3 Types of grants awarded	6
1.4 Procedure for applying for a grant from the Institut Français	7
1.4.1 Compiling the application	7
1.4.2 Communication with the Institut Français during the project submission process.....	7
1.4.3 Deadline and time zone for submitting applications	7
1.4.4 Exemptions from the submission deadline	7
1.5 Admissibility of applications	8
1.6 Eligibility criteria	8
1.6.1 Eligibility of applicants.....	9
1.6.2 Eligibility of projects	9
1.6.3 Consequences	9
1.6.4 Special case of <i>numerus clausus</i>	9
1.7 Multiple grant applications	10
1.8 Appraisal of applications	10
1.8.1 Code of Ethics for assessors	10
1.8.2 Procedures for appraisal of applications	10
1.8.3 Discussions with project leaders during the appraisal	11
1.8.4 Application examination criteria	11
1.9 Decision to award the grant	11
1.9.1 Committee Code of Ethics	11
1.9.2 Committee's opinion	12
1.9.3 Decision by the Institut Français.....	12
1.9.4 Compliance check	12
1.10 Notification of decisions and appeal procedure.....	12
1.10.1 Notification of decisions	13
1.10.2 Appeal	13
1.11 Publication and contractual arrangements	13
1.11.1 Publication of results.....	13
1.11.2 Funding allocation documents	14
1.11.3 Financial contribution from the Institut Français.....	14
1.12 Terms and conditions for payment of the grant	14
1.13 Validity and expiry of the grant.....	15
1.14 Obligations of beneficiaries	15
1.14.1 Acknowledgement of support from the Institut Français	15
1.14.2 Submission of the qualitative report and financial statements	16
1.14.3 Retention of supporting documents	16

1.14.4 Compliance with contractual obligations	16
1.15 Technical, administrative and financial oversight.....	16
1.16 Consequences of failing to comply with the grant award conditions.....	17
1.17 Intellectual property	18
1.18 Personal data protection	18
1.19 Revision of the document.....	18
1.20 Entry-into-force of these regulations	19
SECTION 2 – SCHEMES OFFERED BY THE INSTITUT FRANÇAIS	20
2.1 Institut Français x Cité internationale des arts residency	20
2.2 Support for cultural operators in Africa (AOCA)	23
2.3 La Fabrique Cinéma	26
2.4 International Arts Outreach Programme (PIDA)	29
SECTION 3 – Award of grants without a call for proposals	32
3.1 Scope.....	32
3.2 Principles	32
3.3 Reasons for its use.....	32
3.4 Appraisal.....	32
3.5 Decision	33

Preamble

The Institut Français is the pivotal agency of the Ministry for Europe and Foreign Affairs and the Ministry of Culture in implementing France's external cultural policy.

Its missions are to support and coordinate the French cultural action and cooperation network abroad; assist French artists, creators and cultural and creative industries in their international development; strengthen dialogue between cultures and societies; and lastly, promote the French language and plurilingualism.

It achieves this through:

1. provision of expertise, advice, training and resources;
2. mobility programmes, residencies and the development of professional networks in France and abroad;
3. organisation of major cultural events and intellectual debates;
4. joint funding of projects.

As such, grants are awarded by the Institut Français within the scope of its remit, in accordance with the procedures set out in these regulations, which lay down the general terms and conditions for their award.

SECTION 1 – GENERAL PROVISIONS APPLICABLE TO ALL GRANTS AWARDED BY THE INSTITUT FRANÇAIS

1.1 Scope

1.1.1 Legal framework for grants

Funding awarded by the Institut Français constitutes a grant within the meaning of Article 9-1 of Act no. 2000-321 of 12 April 2000 on citizens' rights in their dealings with the authorities. The conditions for awarding such grants are established by agreement with the beneficiaries, under the conditions provided for by Article 10 of the same Act, by its Implementing Decree no. 2001-495 of 6 June 2001 on the financial transparency of aid granted by public bodies, as well as, where applicable, by its Implementing Order of 11 October 2006 on financial reporting.

A grant is defined as financial assistance provided by the Institut Français for the purpose of carrying out a project selected through a call for proposals, a call for applications or any other procedure defined by the Institut Français. The projects are defined and implemented by the beneficiaries. These contributions cannot be regarded as payment for individual services provided to meet the needs of the Institut Français. In other words, grant agreements should not be confused with public procurement contracts intended to meet a need identified by the Institut Français in return for payment.

Grants may be awarded jointly or in partnership with public or private organisations.

Organisations and project leaders receiving a grant from the Institut Français are referred to as the "beneficiaries" in these regulations.

Grants awarded by the Institut Français are recognised by a notification of funding, which takes the form of:

- an award decision for a grant of up to €23,000; or
- an award agreement for a grant of €23,000 or more.

Where necessary, the funding allocation document, the award decision or the agreement sets out the special terms and conditions governing the use and payment of the grant awarded and the procedures for monitoring its compliance with the rules laid down in these regulations.

The grants covered by these regulations are listed in section 2.

Grants awarded by "mutual agreement", as described in section 3, are awarded at the discretion of the Institut Français. They are awarded in line with strategic objectives and form part of the institute's statutory remit.

External funding may be subject to complementary or exceptional provisions set out in the corresponding governing agreements (AFD, European Union, Caisse des Dépôts-Banque des Territoires).

1.1.2 No vested right to receive a grant

The award of a grant to a beneficiary does not constitute a vested right for the applicant, even if they have received a grant in a previous financial year.

1.1.3 Annual threshold for an agreement

In application of Article 10 of Act no. 2000-321 of 12 April 2000 on citizens' rights in their dealings with the authorities, any grant where the annual amount exceeds €23,000 must be the subject of an agreement specifying the purpose of the grant, the parties, the amount, the duration, the obligations and the monitoring procedures.

1.2 Types of beneficiary

Grants are intended for individuals or legal entities that meet the criteria set out by the Institut Français.

The Institut Français most commonly awards grants to the following types of beneficiary :

- the French cultural network abroad, mainly comprising branches of the Institut Français (IF) and the Alliance Française (AF);
- French and international professionals, including creators, artists, curators, associations, companies, authors, professionals from the cultural and academic sectors, sole traders and businesses;
- local authorities (regions, departments, cities and metropolitan areas, etc.).

1.3 Types of grants awarded

Grants from the Institut Français are awarded through open procedures (calls for proposals or calls for applications).

By way of exception, grants may be awarded by mutual agreement, outside the scope of calls for proposals, in strictly defined and duly justified cases, as set out in section 3.

The Institut Français may award various types of grants:

1. support for projects;
2. residencies;
3. mobility allowances;
4. training;
5. content proposals for programming (with or without cultural activities);
6. other forms of specific support, such as strategic partnerships.

The nature and eligibility criteria for each type of grant are set out in separate fact sheets in sections 2 and 3.

1.4 Procedure for applying for a grant from the Institut Français

1.4.1 Compiling the application

Grant applications to the Institut Français are submitted online only, via the Institut Français digital grant application portal: [IFprog](#).

The applicant must provide the Institut Français with the information listed on the online portal, as well as any other documents deemed necessary by the Institut Français.

Submitting a grant application does not guarantee the award of a grant.

1.4.2 Communication with the Institut Français during the project submission process

To guarantee the principle of equal treatment of applicants, any clarification, precision or interpretation relating to the rules of the call for proposals, the eligibility criteria, the funding methods or the legal framework provided to an applicant during the procedure will be made accessible to all potential applicants.

Applications must be submitted via the IFprog platform. No direct communication between an applicant and a member of staff of the Institut Français, specifically concerning the content, eligibility or assessment of the project being submitted, is permitted while the call for applications is open.

However, discussions may take place when they relate exclusively to technical, administrative or operational aspects of the submission procedure, provided that they do not result in an assessment of the project, influence its content or give the applicant an individual advantage.

The Institut Français makes the answers available via identified common channels, in particular by means of a frequently asked questions (FAQ) section dedicated to the call for proposals and/or features provided for this purpose in the application submission tool.

1.4.3 Deadline and time zone for submitting applications

No applications will be accepted after the closing date and time (in the applicable time zone) specified on the Institut Français website.

The applicable time zone is Paris time.

1.4.4 Exemptions from the submission deadline

By way of derogation, and on a strictly exceptional basis, a proposal submitted after the deadline may be accepted when the delay is due to:

(a) manifest error attributable to the Institut Français, in particular:

- a confirmed technical fault with the submission tool;
- the provision of incorrect or incomplete information which misled the applicant;
- a substantial and belated amendment to the rules governing the call for proposals.

(b) a case of force majeure, defined as an event that is:

- unpredictable; and
- irreparable; and
- attributable to an external cause, such as a natural disaster, a serious crisis or a major failure of information systems.

The following, in particular, do not constitute admissible grounds for an exemption:

- oversight, negligence, poor planning or poor organisation on the part of the applicant;
- the unavailability of a document provided by the Institut Français in the call for proposals, or the failure to consult it.

Any exemption to the deadline is subject to:

- a formal, reasoned request;
- a documented analysis of the exceptional circumstances cited;
- an express, written and registered decision taken by the General Secretariat of the Institut Français.

1.5 Admissibility of applications

Grant applications submitted to the Institut Français are subject to a preliminary admissibility check.

This is intended to verify compliance with the administrative and formal conditions required for the examination of the application, namely its completeness and its method of submission.

An application is admissible if it meets all of the following conditions:

- it is submitted by the deadline for the relevant scheme;
- it is submitted in accordance with the procedures laid down by the Institut Français;
- it is submitted using the tools and platforms designated by the Institut Français (IFprog);
- it includes all the information and documents required at the time of submission.

Any application deemed inadmissible is rejected before its eligibility is assessed and hence it is not submitted to the relevant committee.

Admissibility does not prejudice the eligibility of either the applicant or the project.

1.6 Eligibility criteria

The purpose of the eligibility assessment is to verify that an applicant and project meet the eligibility criteria set out for the relevant scheme.

The eligibility criteria are set out in the scheme fact sheets contained in section 2 of these regulations.

They are based solely on objective criteria used to determine whether or not an applicant or project may proceed to the appraisal stage.

1.6.1 Eligibility of applicants

In particular, the eligibility of applicants relates to:

- their status as an applicant;
- their legal status;
- their geographical location;
- their capacity to receive a grant and provide the required administrative documents;
- any other condition expressly provided for in the scheme for which the application is submitted.

1.6.2 Eligibility of projects

In particular, the eligibility of projects relates to:

- their purpose;
- their scope;
- their discipline or field;
- their region of implementation;
- their partnership conditions;
- any other conditions expressly set out in the relevant scheme, in particular the implementation dates and any additional documents required in order to assess the project.

1.6.3 Consequences

Any application that fails to satisfy any of the applicable eligibility criteria (for the applicant or for the project) is declared ineligible.

An ineligible application is not appraised and is not submitted for assessment by the relevant committee.

The fact that an application is deemed eligible does not in any way prejudice its selection or the award of a grant.

1.6.4 Special case of *numerus clausus*

For some calls for applications there is a *numerus clausus* setting the maximum number of applications that may be submitted.

Once this number has been reached, it is no longer possible to submit an application, even if the deadline has not yet passed. This is the case even if the applicant or the project meets the admissibility and eligibility criteria.

1.7 Multiple grant applications

Grant applications are limited to one submission per year per beneficiary, except for projects funded through agreements with regional authorities, projects funded within the framework of Cultural Seasons, and projects submitted by financially autonomous establishments (EAFs) and branches of the Alliance Française within the cultural network. However, an exemption may be granted for certain projects following validation by the General Secretary of the Institut Français.

The Institut Français cannot award more than one grant per year to the same project. In the event of internal double funding, the grant must be a single, globalised award.

The Institut Français reserves the right to review and update the eligibility criteria in line with its needs and the resources available.

1.8 Appraisal of applications

Admissible and eligible applications are appraised by the Institut Français in accordance with the procedures set out for each scheme.

The purpose of the appraisal is to assess the quality, relevance, feasibility and merit of the projects in relation to the specific objectives of the scheme in question and the general objectives of the Institut Français.

The appraisal process is formalised through the drafting of reasoned opinions and the assignment of scores or assessments by internal and/or external assessors. The projects and their expert assessments are presented to a committee.

1.8.1 Code of Ethics for assessors

Those involved in the appraisal or assessment of applications carry out their duties in accordance with the principles of impartiality, independence and confidentiality.

They undertake to report any situation that could constitute an actual, apparent or potential conflict of interest.

The arrangements for avoiding and managing conflicts of interest are specified in the Ethical Charter and in the regulations for committees of the Institut Français (<https://www.institutfrancais.com/fr/commissions-selection-institut-francais>).

Applicants must familiarise themselves with the Ethical Charter.

1.8.2 Procedures for appraisal of applications

The operational procedures for the appraisal, analysis and presentation of applications may be set out in internal procedures or in regulations specific to the schemes in question.

1.8.3 Discussions with project leaders during the appraisal

Where necessary, the Institut Français may request further information from applicants.

The sole purpose of these requests is to clarify the information already provided and to assist in the appraisal.

These discussions must not have the effect of altering the proposal or undermining the principle of equal treatment of applicants.

No document or information submitted after the closing date of the call for applications may render an application admissible or eligible if it was not so at the deadline for submission.

1.8.4 Application examination criteria

The examination of applications is based on the assessment criteria set out in the scheme factsheets and outlined in the relevant call for proposals.

In particular, these criteria may include:

- the quality of the project;
- its consistency with the objectives of the scheme;
- its technical, operational or budgetary feasibility;
- the quality of associated partnerships;
- the expected results and impact;
- the strategic priorities (where they exist, strategic priorities and how they are taken into account are explicitly described in the factsheet for the relevant scheme).

The procedures for assessing these criteria are set out in the programme factsheets and, where applicable, in relevant internal procedures.

1.9 Decision to award the grant

Once the appraisal process is complete, applications are submitted to the relevant committee, which, following a collective discussion, issues an opinion on each application, taking into account, in particular, all the applications and the budget allocated by the Institut Français.

In the case of a grant renewal, the application is also contingent on the submission of a qualitative assessment and a financial report for the previously funded project.

All the general and specific procedures of the award committees are governed by the Institut Français Committee Regulations.

1.9.1 Committee Code of Ethics

Committee members are bound by a duty of impartiality. They must not have any direct or indirect conflicts of interest in relation to the project.

Before accessing applications, members undertake to declare any conflicts of interest: links to the project, previous collaboration, co-authorship, hierarchical or personal relationships, etc.

In the event of a potential conflict of interest, members are required to inform the committee and leave the meeting while the relevant proposal is being considered.

1.9.2 Committee's opinion

Award notifications are issued by the relevant bodies designated for each scheme.

The committees exercise their full discretion when assessing submissions in accordance with the applicable examination criteria.

1.9.3 Decision by the Institut Français

Decisions are taken by the Institut Français following assessment of the opinions of the relevant committees. These opinions are recorded in the minutes of the committee meetings.

The Institut Français is free to determine the amount of support granted, subject to the availability of funds and the rules applicable to the scheme in question.

However, the Institut Français may amend, correct or revoke a decision when a substantial irregularity, an obvious factual error or a conflict of interest is identified.

1.9.4 Compliance check

Prior to the announcement of the results, the Institut Français may carry out a compliance check to verify:

- compliance of the decision with these regulations;
- the absence of factual errors in the committee's results;
- consideration of any potential conflicts of interest;
- compliance of the procedures carried out prior to notification.

This check does not cover the committee's qualitative assessment of the projects.

The compliance check may not result in any change to the committee's qualitative assessment of the projects examined.

1.10 Notification of decisions and appeal procedure

Decisions taken by the relevant bodies are communicated to candidates in accordance with the procedures laid down for each scheme. The notification is issued following the compliance check referred to in Article 1.9.3, where applicable.

1.10.1 Notification of decisions

Applicants are notified of decisions in accordance with the procedures laid down by the Institut Français.

The notification may be made by any means that ensures its traceability, in particular electronically via the Ifprog platform.

Where applicable, the notification specifies the conditions under which the grant awarded is to be implemented.

1.10.2 Appeal

Any request for a review or appeal against a decision may be submitted to the Institut Français in accordance with the conditions set out in the notification.

An appeal may not challenge the commission's discretionary qualitative assessment of the projects examined.

It may relate to:

- a factual error;
- a procedural error;
- a dispute concerning the application of the rules governing the scheme;
- a conflict of interest.

Applicants may pursue the administrative and judicial remedies provided for under applicable law:

- informal appeal to the Institut Français;
- legal action before the court with jurisdiction over the Institut Français (Court of Paris).

Applicants are informed of these regulations and the procedures for submitting applications before submitting their application.

1.11 Publication and contractual arrangements

1.11.1 Publication of results

At the end of each committee meeting, minutes must be drawn up and signed by the chair(s) of the committee, the minute-taker and the General Secretary or Deputy General Secretary of the Institut Français.

The minutes include the names and positions of the committee members, a record of the proceedings and a list of the successful applicants and selected projects, together with the amounts of the grants. These procedures ensure that decisions are transparent and traceable.

The minutes are published on the Institut Français website (<https://www.institutfrancais.com/fr/commissions-selection-institut-francais>) within a maximum of 30

days following the committee meeting, with the exception of the La Fabrique Cinéma programme (60 days).

1.11.2 Funding allocation documents

The beneficiary will be notified by the Institut Français of the decision to award the grant once the selection committee has met and the minutes have been published on the Institut Français website. This notification is accompanied by a funding allocation document which takes the form of:

- an award decision for a grant of up to €23,000: or
- an award agreement for a grant of €23,000 or more.

A formal funding allocation document is mandatory. The Institut Français cannot award, announce or commit to a grant award without a valid decision having been taken by the relevant authority. Any information provided prior to this decision has no legal validity and does not constitute a commitment on the part of the Institut Français.

The grant must be awarded before work on the funded project begins. Consequently, any expenditure incurred by the beneficiary prior to funding allocation is deemed ineligible, and hence not covered by the grant from the Institut Français.

In accordance with applicable laws and regulations, the Institut Français publishes key information relating to the grants it awards in the minutes of the committee meetings. This information may include, in particular, the identity of the beneficiary, the purpose of the grant, its amount, the date on which it was awarded, and any other information which must be published under current legislation.

The beneficiary is informed of the publication of this information when submitting its grant application.

1.11.3 Financial contribution from the Institut Français

The financial contribution from the Institut Français forms part of the joint funding of the projects it supports.

Unless otherwise specified in the relevant scheme, the contribution from the Institut Français may not exceed 50% of the total cost of the project. For schemes intended exclusively for the French cultural network abroad, this ceiling may be raised to 70%.

The ceiling applicable to each scheme is set out in its factsheet.

The methods for calculating the total cost of the project and the categories of expenditure that may be covered are set out in the list of eligible expenditure appended to these regulations.

The award of funding does not confer any right to renewal or to future funding.

1.12 Terms and conditions for payment of the grant

Any sums to be paid to the beneficiary under the funding allocation document become due only once the conditions and undertakings attached to the grant have been fully met and verified.

The grant can be paid only into the beneficiary's bank account:

- as a single payment in the case of award decisions;
- in two instalments for award agreements:
 - an initial payment amounting to 70% of the grant awarded when the funding allocation document is issued;
 - a final payment at the end of the project. The balance may be adjusted to reflect actual expenditure, subject to the ceiling specified in 1.11.3.
- In the specific case of multi-annual projects, payment in several instalments is possible. The funding allocation document will specify the dates on which payments will be made, as well as the terms and conditions of payment.

On completion of the project, the beneficiary undertakes to:

- submit a financial report and a qualitative report on the project within two months of its completion;
- keep all supporting documents for the expenditure for 5 years after the project end date.

The financial report must be signed by either:

- the Accounting Officer for all public bodies, where applicable;
- a director or an accounting manager for all private organisations, whether French or foreign.

All payment arrangements are set out in the award agreement or decision.

1.13 Validity and expiry of the grant

Apart from the exceptional circumstances described in 1.4.4, an award decision may expire when:

- the beneficiary abandons the project;
- the project is not carried out;
- the agreement is not signed by the deadline;
- the conditions for allocation are no longer met.

The Institut Français may then withdraw or cancel the support granted.

1.14 Obligations of beneficiaries

1.14.1 Acknowledgement of support from the Institut Français

With a view to ensuring transparency regarding the use of public funds and promoting the work of the Institut Français, the beneficiary undertakes to acknowledge the support provided by the Institut Français in any communications relating to the project, where such an obligation is stipulated in the funding allocation document.

Where the project is supported under a programme that also receives funding from other partners, the beneficiary must ensure that it complies with any visibility requirements laid down by those partners, as specified in the relevant call for proposals.

The communication procedures applicable to the project are set out in the funding allocation document or in any associated contractual document.

In the event of a breach of this obligation, the Institut Français may require the beneficiary to take any appropriate corrective measures and, where applicable, implement the provisions set out in Article 1.16 of these regulations.

1.14.2 Submission of the qualitative report and financial statements

The beneficiary undertakes to submit the reports to the Institut Français via the IFprog platform within a maximum of two months of the end date of the project.

These documents make it possible to verify that the project has been carried out correctly, that the allocated funds have been used appropriately, and that the intended results and objectives have been achieved.

1.14.3 Retention of supporting documents

The beneficiary undertakes to retain all supporting documents relating to the funded project and the use of the funds allocated for a minimum period of five years from the date of payment of the balance of the grant, unless a statutory or contractual provision stipulates a longer period.

These documents must be available for presentation to the Institut Français or any relevant authority in the event of an inspection.

1.14.4 Compliance with contractual obligations

The beneficiary undertakes to comply with all the obligations arising from these regulations, the relevant scheme and the funding allocation document.

It must inform the Institut Français without delay of any substantial change that may affect the conditions under which the project is carried out, its schedule and budget or the conditions under which the grant was awarded.

The beneficiary also undertakes to provide accurate, truthful and complete information throughout the implementation of the project.

1.15 Technical, administrative and financial oversight

Without prejudice to the checks applicable to the use of public funds, the Institut Français may carry out, or have carried out on its behalf, any checks or audits, either on the basis of documentary evidence and/or *in situ*, while the project is in progress and for a period of five years following its completion.

These checks may cover:

- compliance with the terms of use of the allocated funds;
- accuracy of the information provided to the Institut Français;
- compliance with contractual obligations;
- compliance with these regulations.

The Institut Français may request any explanation, information or additional documentation it deems necessary to verify that the funded project is being implemented.

Where a partner of the Institut Français contributes to the funding of the project, the reports resulting from these checks or audits may be forwarded to that partner.

It should be noted that funding provided by the Institut Français, which constitutes public funds, may also be subject to audits carried out by the relevant authorities or bodies.

1.16 Consequences of failing to comply with the grant award conditions

In the event of breach of these regulations, the grant award conditions, the terms of the funding allocation document or the commitments made by the beneficiary, the Institut Français may take any appropriate measures commensurate with the nature and seriousness of the breach.

The following, in particular, may constitute a breach:

- failure to submit the required statements or documents;
- refusal to provide the supporting documents or information required for an audit;
- failure to comply with the requirement to acknowledge support from the Institut Français;
- failure to carry out the project, either in whole or in part;
- use of the funds for purposes not in accordance with the purpose of the grant;
- failure by the beneficiary to fulfil its contractual obligations.

In particular, the Institut Français may:

- require the project to be brought into compliance or further information to be provided;
- suspend all or part of the outstanding payments;
- terminate the award agreement or revoke the award decision;
- require a full or partial refund of the sums paid;
- implement the internal procedures applicable to defaulting third parties.

The measures taken will be justified and proportionate to the circumstances observed.

Refusal to provide the information or documents required for audit procedures may result in the application of the measures set out in this article, in particular suspension of payments, termination of the funding allocation document, full or partial repayment of the grant, or temporary exclusion from certain schemes, depending on the seriousness of the breaches found.

Except in cases of emergency or proven fraud, the beneficiary is first invited to submit its comments, and the deadline for a response is set at that point.

1.17 Intellectual property

The award of a grant by the Institut Français does not entail any transfer of intellectual property rights to the Institut Français.

The beneficiary retains ownership of the intellectual property rights relating to the works, creations, productions, studies, publications or results arising from the supported project, subject to any rights held by third parties.

However, where necessary for the promotion of the project or for corporate communications by the Institut Français, the beneficiary may be required to authorise the use of certain elements of the project presentation, subject to the conditions set out in the funding allocation document or the applicable contractual documents.

1.18 Personal data protection

Personal data entered in the application form via the Ifprog portal is processed by the Institut Français, as data controller, for the purposes of selecting a project, assessing the grant application and monitoring its progress.

This includes, in particular, the contact details of the person completing the call for proposals form.

This data is mandatory and is processed in the context of (i) the public interest mission entrusted to the Institut Français and (ii) the grant agreement entered into by and between the Institut Français and the leader of the selected project.

The data provided is retained for a period of 5 years from the end date of the project.

The Institut Français does not convey or sell your data.

The Institut Français may share your data in response to a request from a competent judicial or administrative authority, or for the monitoring of projects and contracts.

In accordance with Regulation (EU) 2016/679 (General Data Protection Regulation) and the French Data Protection Act of 6 January 1978, you have the right to access, rectify, erase and transfer your data, the right to request the restriction of processing or to object to processing, as well as the right to set out instructions regarding the retention, disclosure and erasure of your data following your death.

You can exercise these rights by sending an email to dpo@institutfrancais.com or by post to: Institut Français, Data Protection Officer, 40–42 rue de la Folie-Regnault, 75 011 Paris.

You also have the right to lodge a complaint with the French Data Protection Authority (CNIL) if you believe that your rights regarding the processing of your data are not being respected.

1.19 Revision of the document

Following its approval by the Board of Directors, these regulations may be revised at any time by the Institut Français to adapt to the changing needs of the organisation.

1.20 Entry-into-force of these regulations

These regulations enter into force on 1 January 2024.

SECTION 2 – SCHEMES OFFERED BY THE INSTITUT FRANÇAIS

2.1 Institut Français x Cité internationale des arts residency

ENTRY LEVEL: PROFESSIONALS / INDIVIDUALS / INBOUND MOBILITY

RESIDENCIES AT THE CITÉ INTERNATIONALE DES ARTS	
OVERVIEW OF THE SCHEME	The "Institut français x Cité internationale des arts" residency programme is aimed at artists and cultural professionals who have been living outside France for at least five years and who wish to develop a research and creative project in Paris during a three-, six- or nine-month residency. Applicants must be supported by one or more cultural partners (French and/or foreign organisations, or institutions within the French cultural network abroad).
PURPOSE(S)	To provide the practical support necessary for the successful development of the successful applicants' artistic projects, without any obligation to produce work.
PARTNERSHIP	Cité internationale des arts
SCHEDULE	- Call for applications open from 1 July to 8 October 2026 at 11.59 p.m. (CET) - Selection committee meeting: mid-December 2026 - Announcement of results: mid-January 2027
DISCIPLINES COVERED	Architecture, Landscape Architecture, Urban Planning / Street Arts, Circus, Puppetry / Visual Arts / Comics / Film / Exhibition curation / Digital creation / Dance / Design / Gastronomy / Books / Craft / Fashion / Contemporary music and jazz / Classical and contemporary music / Photography, Interdisciplinary / Theatre.
DOCUMENTS TO BE INCLUDED IN THE APPLICATION	Documents to be included in the application: • the artist's CV (maximum 2 pages); • an artistic portfolio (maximum 12 pages); • a residency proposal (maximum 2 pages); • a sworn statement that the works submitted as part of the application are those of the artist; • a letter of recommendation from an institution, organisation or recognised professional in the relevant artistic discipline (maximum 1 page); • a letter of commitment from the partner(s) setting out the details of their commitment (covering the cost of the flight, the amount of the residency allowance, etc.), along with a reasoned statement on their support for the project and the support they will provide to the artist (before, during and after the residency) (maximum 1 page).
ELIGIBILITY	
Eligible applicants	Artists and cultural professionals who have been living outside France for at least 5 years.
Eligibility criteria for beneficiaries	- be an artist or a cultural professional in the disciplines mentioned above; - receive financial support from one or more associated partners; - be enrolled on a recognised professional programme; - have been living outside France for at least 5 years; - be free from work for the entire duration of the residency; - demonstrate the ability to work independently and have a professional command of French and/or English.
Eligible projects	Research and creative projects with a link to the French performing arts scene or French territory (artistic projects based in France, research requiring access to collections and/or archives held in France, pre-established contacts with professionals in the sector based in France, projects in collaboration with French organisations, joint creation with artists based in France, etc.).
Project eligibility criteria	
Partnership terms and conditions	Applications must be supported by one or more cultural partners. The partners working with the artist may include: organisations within the French cultural network abroad (branches of the Institut Français, Cultural services of French Embassies, branches of the Alliance Française) and/or French or foreign cultural organisations (art centres, associations, galleries, museums, artists' studios, theatres, concert halls, production companies, record labels, research institutes, libraries, publishing houses, etc.). In France, priority will be given to applications supported by the Ministry of Culture's seals of approval and networks.

	No more than eight applications may be submitted by each partner. If partners submit several applications in response to the call for proposals, they must be ranked in order of priority in the letter of commitment, which must also state their financial capacity.
Restrictive conditions	Applications not supported by one or more cultural partners will not be considered. Applications submitted directly by artists are not admissible.
SPECIFIC GEOGRAPHIC PRIORITIES	In accordance with the policy priorities and programmes of the Institut Français.
EXAMINATION OF APPLICATIONS	
Project selection criteria	- candidate's career path; - artistic and intellectual quality of the project; - proposed work plan for the residency; - link with the French and Île-de-France art scenes, and the professional contacts already established there. Priority is given to projects involving at least one cultural or artistic organisation based in the Île-de-France region. This type of partnership enables the provision of local support (mentoring, guidance, visits and professional meetings) for the successful applicants, in collaboration with the Institut Français.
Integration of priority cross-cutting issues	
Cultural rights	
Gender equality	Parity
Ecological transition / environmental responsibility	Environmental responsibility
Young audiences	
Francophonie	
Other	Inclusion, geographical and disciplinary diversity
COMMITTEE	
Membership	A selection committee chaired by the Deputy Director for Mobility and International Events at the Institut Français, the Cité internationale des arts, a representative of the French cultural network abroad, the Ministry for Europe and Foreign Affairs, the Ministry of Culture and qualified external figures.
Operation	Applications are assessed by in-house experts at the Institut Français (with the exception of certain disciplines) and by all members of the advisory committee.
Features of the support	The Institut Français covers the monthly cost of individual artist's studios / flats. The artist's partner(s) undertake to: • provide the artist with a living allowance of at least €1,100 per month; • cover the cost of return travel; • ensure that the successful applicant has insurance covering repatriation, hospitalisation costs, medical expenses and third-party liability; • ensure that the successful applicant holds a visa allowing them to stay in France for the duration of their residency. •
FINANCIAL FRAMEWORK	
Amount of support	Provision, free of charge, of an individual artist's studio / flat at the Cité internationale des arts, in the Marais district, at 18 rue de l'Hôtel de Ville, Paris 4th arrondissement. The individual artist's studios / flats are furnished and equipped, and comprise a work area, a sleeping area and a bathroom.
Minimum and maximum amounts	
Maximum proportion of funding that the IF may provide in relation to the total budget of the project	
COMMITMENT BY THE BENEFICIARY	
Notification of the Cultural network abroad	The Network may submit one or more applications (no more than 8) as an associate partner, or simply recommend an application. If an application is submitted, the applicant is notified of the

	results via IFProg. A diplomatic circular announcing these results is likewise sent to all missions submitting applications.
SUPPORT FROM THE IF	
Contacts	Residencies Division – DMMI – Institut Français
Reference documents	FAQs available on the Programme page

2.2 Support for cultural operators in Africa (AOCA)

ENTRY LEVEL: NETWORK & PROFESSIONALS

AOCA – SUPPORT FOR CULTURAL OPERATORS IN AFRICA	
OVERVIEW OF THE SCHEME	AOCA is a programme that supports cultural operators and artists based on the African continent by providing support for creative and outreach projects, as well as events taking place in Africa that contribute to the development of cultural ecosystems and international cooperation. The programme supports projects that strengthen international dynamics across the African continent and encourage collaboration between African artists and cultural operators, the French cultural network, and French cultural stakeholders.
PURPOSE(S)	To contribute to the development of cultural ecosystems and international cooperation. To strengthen international engagement on the African continent and encourage collaboration between African artists and cultural operators, the French cultural network and French cultural stakeholders.
PARTNERSHIP	
SCHEDULE	Deadline for submitting applications and closure of the call for proposals: from 1 July to 30 December 2026. Date of the committee meeting: February 2027. Announcement of results: March 2027.
DISCIPLINES COVERED	Visual arts, Digital creation, Photography, Music, Theatre, Dance, Street arts / circus / puppetry
DOCUMENTS TO BE INCLUDED IN THE APPLICATION	- Project presentation pack. - Letter of support from the Embassy, the Institut Français or a partner branch of Alliance Française. - Detailed provisional budget.
ELIGIBILITY	
Eligible applicants	Institutions or cultural organisations based in Africa and running a creation or outreach project, or organising an event with an international dimension taking place in Africa. French cultural network abroad (cultural services at embassies, branches of the Institut Français or Alliance Française, binational cultural centres).
Eligibility criteria for beneficiaries	For African cultural institutions or organisations: - be a professional body with a distinct legal identity. In the context of a grant application submitted by an African artist, institution or cultural organisation, a letter of support from the French cultural network abroad (cultural services of embassies, branches of the Institut Français or Alliance Française or binational cultural centres) will be required as a matter of course.
Eligible projects	Projects that strengthen international engagement on the African continent and encourage collaboration between African artists and cultural operators, the French cultural network and French cultural stakeholders.
Project eligibility criteria	Regional tours AOCA can support tours and touring exhibitions by African artists across the African continent. Tours must include at least 5 dates in a minimum of 3 African countries* and at least 3 dates must be organised in collaboration with a branch of the Institut Français or Alliance Française. Touring exhibitions must include at least 3 stopovers in a minimum of 3 African countries* and at least 3 activities must be organised in conjunction with a branch of the Institut Français or Alliance Française (exhibitions, conferences, training workshops, etc.). Events AOCA can support two types of event: Events (festivals, biennials, etc.) featuring a programme of artists or companies from at least 3 African countries*.

	Events (festivals, biennials, etc.) featuring a programme comprising at least 2 French artists or companies and at least 2 African artists or companies. Artistic creation and collaborations AOCA can support two types of project: creative projects bringing together artists from at least 3 African countries*; artistic collaboration or joint production projects between an African artistic team and one or more French artists, companies or cultural organisations. <i>* 3 different African countries, other than the applicant's country of residence.</i>
Partnership terms and conditions	
SPECIFIC GEOGRAPHIC PRIORITIES	Africa
EXAMINATION OF APPLICATIONS	
Project selection criteria	Key criteria: • international dimension; • links with the French cultural network and/or collaboration with French cultural stakeholders; • artistic quality of the project; • project feasibility; • budgetary consistency; • opinion of the diplomatic mission. Additional criteria: • complementarity with the support provided under other Institut Français schemes (Connect & Create, Accès Culture, FEF Création); • complementarity with the support provided by diplomatic missions; • geographical distribution across the continent. Particular attention is paid to: • projects that showcase younger generations, emerging scenes and new artistic practices within the field of contemporary African creativity; • projects promoting an environmentally responsible approach; • projects that take gender issues into account.
Integration of priority cross-cutting issues	
Cultural rights	
Gender equality	Priority will be given to projects that take gender issues into account: projects led by women working in the cultural sector, projects showcasing female artists or projects promoting gender diversity and equality.
Ecological transition / environmental responsibility	Priority will be given to projects that adopt an environmentally responsible approach to their implementation and that allocate ample time for each event, e.g. as part of a tour (performance + time for meetings + related workshops + training sessions, etc.).
Young audiences	
Francophonie	
Other	Priority will be given to projects that showcase younger generations, emerging scenes and new artistic practices within the field of contemporary African creativity.
COMMITTEE	
Membership	Institut Français: Culture and Solidarity Partnerships Division, Directorate for Artistic Creation and Cultural Industries (1 expert per discipline), 1 representative from the Network's Geographical Coordination Division.
Operation	1. Introduction by the President of the IF or the Director of the DCDS (Chair of the meeting) 2. Introduction to the committee by the Cooperation, Dialogue and Society Directorate 3. Presentation of macroeconomic analyses by the Cooperation, Dialogue and Society Directorate 4. Review of projects 5. Arbitration proposal taking into account the views of the parties and the experts

	6. Discussion of the arbitration proposal and selection of the successful applicants 7. Review of award decisions and adjustment of amounts to ensure they fall within the budget, in line with the final decision
Features of the support	Financial contribution allocated as part of a joint funding arrangement.
FINANCIAL FRAMEWORK	
Amount of support	
Minimum and maximum amounts	Between €5,000 and €15,000, depending on the project
Maximum proportion of funding that the IF may provide in relation to the total budget of the project	The funding allocated may not exceed 50% of the total budget of the project. The project leader must provide joint funding for the project amounting to 50% (in cash or in kind).
COMMITMENT BY THE BENEFICIARY	
Notification of the Cultural network abroad	
SUPPORT FROM THE IF	
Contacts	Culture and Solidarity Partnerships Division Cooperation, Dialogue, Languages and Societies Directorate
Reference documents	General regulations on grants

2.3 La Fabrique Cinéma

ENTRY: INTERNATIONAL PROFESSIONALS

LA FABRIQUE CINÉMA 2027	
OVERVIEW OF THE SCHEME	Created by the Institut français, La Fabrique Cinéma aims to support the emergence of young filmmaking talent from countries in the Global South and to facilitate their access to the international market. Developed in close collaboration with the Festival de Cannes and its Marché du Film, La Fabrique Cinéma selects ten first or second feature film projects each year. Each project is led by a director, accompanied by a producer. The programme offers them privileged exposure to film industry professionals and decision-makers attending the Festival de Cannes, in order to strengthen the prospects for completion and international development of the projects.
PURPOSE(S)	- To provide tailored support for first or second feature film projects, helping them position themselves on markets and develop a professional network. - To facilitate the search for French, European and international co-producers and financial partners. - To support the structuring of stakeholders in the film sector in countries of the Global South, particularly in Africa.
PARTNERSHIP	Festival de Cannes, Marché du Film, France Médias Monde, Canal + University, Canal +, Projeto Paradiso, TITRAFILM A la Plage Studio, Solfond
SCHEDULE	- The call for projects is open from 28 July to 29 September 2026 at the latest. The number of admissible applications is limited to 180 (numerus clausus); the call may therefore close early once this threshold has been reached. - 12 August 2026: webinar presenting the call for projects - Committee date: February 2027 - Results date: March 2027
DISCIPLINES COVERED	Cinema
DOCUMENTS TO BE INCLUDED IN THE APPLICATION	The following documents are mandatory: - Project treatment or long synopsis (5 to 15 pages maximum) - Screenplay - Director's statement of intent (2 pages maximum) - Moodboard or project stills (between 2 and 10 pages) - Producer's statement of intent (2 pages maximum) - Financing plan (see the template available as a PDF on the application platform) - Director's CV and filmography - Producer's CV and filmography The following documents are optional: - Detailed budget - Production schedule - Production company profile - Other documents (additional documents, screenplay in the original language, etc.) - Statement of intent regarding the implementation of eco-production In addition, applicants whose files are eligible will be invited, in late November/early December 2026, to update their project where appropriate with the following elements: new producer, new co-producer(s), updated financing plan, further screenplay development options.
ELIGIBILITY	
Eligible applicants	Filmmakers developing their first or second feature film, accompanied by their producer.
Eligibility criteria for beneficiaries	- The director must be a national of a country included on the list of eligible countries, available in the La Fabrique Cinéma FAQ, or must have resided and carried out their professional activity there for more than five years. - The producer must be a national of a country included on the list of eligible countries, available in the La Fabrique Cinéma FAQ, or must have resided and carried out their professional activity there for more than five years, and must have produced a short film or feature film within the last five years. It is possible to apply as a filmmaker/producer. - The producer must own a production company based in their country of application or work for a production company in an eligible country.
Eligible projects	The project must be a cinematographic work (fiction, documentary, animation or hybrid). Television projects are not eligible.
Project eligibility criteria	- The project must be the filmmaker's first or second feature film in development (fiction, documentary, animation or hybrid). - The film's provisional budget must be less than EUR 3 million.

Partnership terms and conditions	
SPECIFIC GEOGRAPHICAL PRIORITIES	Africa, Latin and Central America, the Caribbean, Asia, Eastern Europe, Middle East (OECD/DAC recipient countries). The list of eligible countries is available in the La Fabrique Cinéma FAQ.
EXAMINATION OF APPLICATIONS	
Project selection criteria	Applications will be assessed with particular regard to the following criteria: - the quality of the screenplay or its development potential, - the interest and quality of the filmmaker's previous work, - the interest and quality of the filmmaker's statement of intent and moodboard, - the producer's background in relation to the support offered by La Fabrique, - the added value of the programme in view of the project's stage of development. Other criteria may be taken into account during the assessment: - gender balance, - the feasibility of the project in light of the experience of the duo and the Festival de Cannes market, - the consistency of the financing plan, - the number of French, European or international co-producers already associated with the project, - geographical representativeness across all selected projects.
Integration of priority cross-cutting issues	
Cultural rights	
Gender equality	The selection committee ensures gender balance in the selection of La Fabrique Cinéma participants.
Ecological transition / environmental responsibility	The Institut français is committed to ecological transition. As part of the La Fabrique Cinéma programme, a workshop on eco-production is offered. Particular attention will be paid to projects wishing to engage in an eco-production approach. Applicants may attach an optional note to their application regarding the implementation of eco-production.
Young audiences	
Francophonie	
Other	
COMMITTEE	
Memberships	Professional readers from the film industry and representatives of the Institut français and its institutional partners.
Operation	Pre-selection committees followed by an annual committee composed of voting members (Institut français and readers) and observer members (representatives of the Institut français' institutional partners).
Features of the support	The Institut français, with the support of the French cultural network abroad, covers beneficiaries' travel, accommodation, catering and accreditation costs, as well as the entire programme offered by La Fabrique Cinéma.
FINANCIAL FRAMEWORK	
Amount of support	N/A
Minimum and maximum amounts	N/A
Maximum proportion of funding that the Institut français may provide in relation to the total budget of the project	N/A
COMMITMENT BY THE BENEFICIARY	
Notification of the French cultural network abroad and communication	The Institut français informs the French cultural network abroad. Beneficiaries are put in contact with the cultural services of the embassies in the countries concerned. Awardees are required to include the following credit in the film credits: "The film participated in LA FABRIQUE CINEMA DE L'INSTITUT FRANCAIS (+ year)", together with the programme logo.
SUPPORT FROM THE INSTITUT FRANÇAIS	
Contacts	Gabrielle Béroff-Gallard La Fabrique Cinéma Project Manager Department for Mobility and International Events

	gabrielle.beroffgallard@institutfrancais.com
Reference documents	The Institut français general grant regulations and the La Fabrique Cinéma FAQ.

2.4 International Arts Outreach Programme (PIDA)

ENTRY LEVEL: FRENCH CULTURAL NETWORK, FRENCH AND INTERNATIONAL PROFESSIONALS

PIDA / International Artistic Circulation Program	
PROGRAMME GOALS	1) Supporting the French cultural network abroad in their artistic and cultural programming. 2) Supporting French or French-based artists and cultural partners for circulation or cooperation projects, or for their invitation in major international venues and festivals ; 3) Supporting major international venues and festivals in their efforts to invite French artists ;
SCHEDULE	To be announced on the French Institute's website: - Opening and closing of the call - Committee meeting - Publication of the results
ELIGIBLE DISCIPLINES	Architecture, visual arts, digital creation, photography, design, artistic crafts, music, performing arts.
ELIGIBILITY	
Applicants	• French cultural network abroad (Instituts français, Alliances française). The cultural departments of embassies are eligible provided they have a partner capable of receiving and spending the funds ; • French cultural institutions and organizations (production companies, tour operators, museums, arts centers, festivals, biennals, studios, publishers, record labels, etc.) ; • Artists, scenographers, exhibition curators, collectives, and performing companies ; • Foreign cultural institutions and organizations hosting French artists (festivals, biennals, museums, arts centers, record labels, distributors, publishers, etc.) ;
Eligibility criteria for applicants	• Artists must be based in France, including its overseas territories, or, in the case of foreign nationals, must have established residency in France for a minimum of five years ; • French artists must be featured in the project's programming.
Ineligibility criteria	
Eligible projects	- Circulation (touring projects, festival participation, art fairs, solo or group exhibitions, etc.): Touring projects must include a minimum of 6 dates for performing arts and 5 dates for music, at either national or regional scale, across at least 2 different venues. To ensure the feasibility of the touring project, applicants must attach letters or emails of invitation from programmers to their application file. Exhibition and circulation projects in the digital arts field may be supported for one or multiple presentation stages. In the visual arts sector, solo exhibitions will be prioritized as they allow for a more comprehensive understanding of an artist's body of work. - French Representation at Major International Events: Significant presence of multiple French artistic teams and/or artists or those living in France (mainland or overseas territories) at leading venues and major international events worldwide. The program targets events that provide maximum visibility to invited artistic teams and that mobilize numerous foreign professionals and programmers during opening days and scheduled events throughout the festival. - Cooperation: Collaboration between French and international artistic teams or structures (including artistic training institutions), with a view to knowledge transfer or joint creative development. This approach must be part of a process of structuring or consolidating the international projection of French artistic teams. The French Institute supports in-person projects, hybrid projects (in-person and digital), and fully digital projects (where mobility is restricted or prevented).
Eligibility criteria for the project	Projects must be developed in consultation with the French Institute and with the French diplomatic cultural network abroad in the country or countries where the events are scheduled, prior to submitting an application. The project leader must be able to demonstrate prior contact with the

	cultural network. This contact can be verified with the French cultural network abroad during the evaluation of applications. Supported projects may extend over 18 months. The following requirements are mandatory: • The project must guarantee remuneration (fees, performance payments, or royalties) for all involved artists; • For dissemination projects and French showcases in festivals and leading venues, a complementary activity of a different nature must be included, which may involve a training, knowledge transfer, or exchange of best practices dimension: artistic and professional meetings with local partners (master classes, workshops, meetings with local audiences, meetings with programmers and industry professionals, artistic collaborations), conferences, professional seminars, or interventions in schools or universities.
Partnership conditions	
Uneligible projects / Restrictive terms	• Projects solely focused on dissemination – that do not include a training, knowledge transfer, exchange of best practices, or networking dimension – will not be eligible; • Projects that do not include the minimum required number of dates.
PRIORITY THEMES	
Gender equity	
Sustainability / eco-transition	
Young audience	
French-speaking community	
Other	
GEOGRAPHIC PRIORITIES	All countries, with priority given to projects with a regional dimension.
TERMS AND CONDITIONS OF SUPPORT	
Application	Via our platform ifprog.emundus.fr
Form to be completed	YES
Attachments	See our platform ifprog.emundus.fr
Selection criteria	Projects will be evaluated and scored on the basis of the following criteria: • Relevance of the artistic project: artistic content of the project, coherence with the artist's trajectory, quality of the surrounding team; • Project feasibility: financial commitment of professional partners in France and in the host territory, commitment of the diplomatic post (financial and/or support); the project must be developed with local partners: professional stakeholders in the host territory's sector (programmers, labels, distributors, publishers, platforms, etc.) and with the French professional network. • Project coherence: with the post's action plan and its cultural and creative industries strategy, and with the priorities of the French Institute; • Environmental responsibility: The French Institute will prioritize projects that take into account environmental impact considerations and adopt an eco-responsible approach, whether by the artistic teams or the venues hosting them (avoiding isolated performances, promoting less polluting means of transport such as train, encouraging the use of sustainable materials, etc.). Particular attention will be given to venues and artistic teams whose activities are governed by an environmental responsibility charter. >> Please refer here to the French Institute's ecological transition roadmap. • Gender equality: The French Institute will prioritize projects that address gender equality concerns (content created by women or non-stereotypical content, projects characterized by parity or an egalitarian approach). >> Please refer here to the French Institute's gender equality transition roadmap.
Selection committee	

Members	Experts from Institut français, representatives from the French Ministry of Culture and the French Ministry of Europe and Foreign Affairs, external experts.
Rules	- Refer to the commission regulations.
FINANCIAL SUPPORT	
Amount	-
Minimum and maximum amount	Between €5,000 and €30,000.
Maximum proportion of support the Institut français can grant in relation to the overall budget	The amount granted by the Institut français must not exceed 50% of the overall budget.
BENEFICIARY'S COMMITMENT	The terms and conditions will be specified in the contract.
Information sent to French cultural network	NDI (diplomatic note)
ASSISTANCE BY INSTITUT FRANÇAIS	
Contacts	Architecture olivia.marsaud@institutfrancais.com Circus arts, street theatre, puppetry vanessa.silvy@institutfrancais.com Classical & contemporary music mathilde.bezard@institutfrancais.com Dance catherine.faudry@institutfrancais.com Design, artistic crafts giusi.tinella@institutfrancais.com Digital creation hannah.bellicha@institutfrancais.com Jazz & popular music, innovation oscar.finjean@institutfrancais.com Photography / Image sophie.robnard@institutfrancais.com Theatre lea.marot@institutfrancais.com Visual arts adeline.blanchard@institutfrancais.com Olivia Marsaud Vanessa Silvy Mathilde Bézard Catherine Faudry Giusi TINELLA Hannah Bellicha Oscar Finjean Sophie Robnard Léa Marot Adeline Blanchard
Reference documents	Terms and conditions; NDI (diplomatic note); www.institutfrancais.com

SECTION 3 – Award of grants without a call for proposals

3.1 Scope

The provisions of this section apply to grants awarded without an open selection procedure (call for proposals or call for applications).

These grants constitute an exceptional procedure for the allocation of grants by the Institut Français.

The general provisions set out in Section 1 of these regulations remain applicable, except where otherwise noted in this section.

3.2 Principles

The award of a grant without an open procedure is exceptional in nature.

It may only be considered where an open procedure does not appear to be appropriate to the purpose of the grant or to the specific circumstances justifying its award.

Any decision to use this method of allocation must be objective, reasoned, proportionate and traceable, so that its validity can be substantiated.

3.3 Reasons for its use

Any proposal to award a grant without an open procedure must be accompanied by a statement of the reasons, which is kept in the application appraisal file.

This statement sets out, in particular:

- the reasons why an open procedure was not appropriate;
- the objective criteria justifying the selection of the beneficiary;
- the consistency of the proposed amount in relation to the project being funded;
- the validation and traceability procedures adopted.

3.4 Appraisal

Applications for grants awarded without an open procedure are appraised in accordance with the conditions set out in section 1 of these regulations.

The appraisal focuses in particular on:

- the admissibility of the application;
- the eligibility of the beneficiary and the project;

- the relevance, feasibility and consistency of the project;
- the justification for granting an award without an open procedure;
- the consistency of the amount requested.

The appraisal results in a reasoned opinion.

3.5 Decision

The procedures for decision-making, drawing up contracts, making payments, monitoring and publication, as well as the obligations of the beneficiary, are governed by the provisions of section 1 of these regulations.

Any decision to award a grant without an open procedure is subject to prior approval by senior management in accordance with the conditions set out in the internal procedures of the Institut Français.