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| **High Commission of the Republic of Cyprus  Cultural Section** | |
| **PROPOSAL**  **SUBMISSION FORM**  **«Organisation of Cultural Events / Activities / Programmes in the United Kingdom »** | |
| FOR OFFICIAL USE | |
| **PROTOCOL NO.** | **ΠΟΛΙΤ-ΜΟΡΦ/Η.Β./2023/** |
| **DATE RECEIVED** |  |
| **PROPOSAL TITLE** |  |

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| A1. APPLICANT’S DETAILS (The Applicant who will be implementing the proposal, they will be in contact with the Cultural Section of the Cyprus High Commission in the UK) | | | |
| **Name and Surname** |  | | |
| Address |  | | |
| Postcode |  | **Country** |  |
| **Email** |  | | |
| **Telephone** |  |  |  |
| **Date of Birth** |  | **Ethnicity** |  |
| **ID No.** |  | | |
| **Occupation** | | |  |
| **Organisation (If applicable)** | | |  |
| **Applicant’s organisation details (if applicable)** | | |  |
| **Address** | | | |
| Postcode |  | | |
| Telephone |  | | |
| **Email** |  |  |  |
|  |  | | |
| Α2. PROPOSAL SUMMARY | | | |
| TITLE | | | |
| **ΤΥPE (eg. event, lecture, conference, workshop)** |  | | |
| **SECTOR (eg.theatre, music, history and culture, education)** |  | | |
| **ORGANISING TEAM**  **(names, surnames and role/position/contribution of all participants)** |  | | |
| **SHORT DESCRIPTION (up to 300 words)** |  | | |
| **PROPOSED MONTH** |  | | |
| **PROPOSED DATE** |  | | |
| **ESTIMATED DURATION (days/hours)** |  | | |
| **PROPOSED PLACE**  **(name and address)** |  | | |
| EMAIL OF THE PROPORSED PLACE |  | | |
| **IS THE PLACE AND DURATION FLEXIBLE?** | YES  NO | | |
| **IS THE PROPOSED EVENT ORGANISED FOR THE FIRST TIME? (in Cyprus and abroad)** | YES  NO  If you chose NO give more information: | | |
| **TOTAL BUDGET** |  | | |
| **ARE THERE SPONSORS?** | YES  NO  If you chose YES give more information: | | |
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| **A3.** **PROPOSAL DETAILS** | | | |
| PLEASE ANSWER THE FOLLOWING QUESTIONS | | | |
| 1. **Please provide a detailed description of the proposed event.** (**up to 500 words**) | | | |
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| 1. **What equipment is needed to implement the proposed event? (up to 100 words)** | | | |
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| 1. **What are the means by which you aim to present the proposed event to the general public?** **How do you intend to contribute to the promotion and advertisement of it to the public?** (**up to than 300 words**) | | | |
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| Please provide any additional information in support to your proposal (no more than 200 words). | | | |
|  | | | |
| Please include the total costs of the project and the financial contribution you are requesting from the Cultural Section of the Republic of Cyprus High Commission. | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **DETAILED BUDGET  (COMPLETED BY THE PROPOSAL COORDINATOR or APPLICANT)** | | | | |  |  |  |  | | **EXPENDITURE DESCRIPTION** | **TOTAL EXPENDITURE** | **REQUESTED CONTRIBUTION** | **COMMENTS** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **TOTAL** |  |  |  | | | | |
| I hereby declare that all the above information is complete and true as well as that the proposed event does not include any: (1) product sales or direct/indirect private gain from product sales, (2) promotion of any political parties, (3) information that may adversely affect the image of the Republic of Cyprus in the United Kingdom, (4) offensive information about any individual, group of people or organised group.  The Applicant  (Signature)  Name and Surname (written in full): | | | |
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**ADDITIONAL INFORMATION**

1. Attach **CV/Biography** of all members of the organisational team.
2. Attach any other **additional documents/supporting material** that you believe should be taken into consideration when evaluating the proposal (eg. preliminary programme, previous subheadings, etc.).
3. Interested parties are welcomed to contact the Cultural Section of the Cyprus High Commission in London. The completed **Proposal Form** as well as any additional documents should be submitted to the Cultural Counsellor of the Cyprus High Commission via email by the deadline 25/05/2023. Below you can find the contact details:

Marios Theocharous

Cultural Counsellor

Cyprus High Commission

13 St. James's Square

London SW1Y 4LB

DL:  00 44 20 7321 4148

E-mail: [culturalcyhcl@mfa.gov.cy](mailto:culturalcyhcl@mfa.gov.cy)

Website: [www.culturalchc.co.uk](http://www.culturalchc.co.uk)