**Design and coordination of *Grün fête de la musique 2023***

**PROJECT APPLICATION**

As part of its cultural and debates programmation, and in order to support cooperation projects on the environment while reaching the Egyptian civil society, Goethe and French Institute of Egypt launch a call for projects for event and environmental professionals in Egypt. The *Green Fest de la musique* will be the legacy of former *Fabrique de la ville durable* (known as *'La Fabrique'*), an annual event dedicated to research and awareness of environmental issues, and the famous *Fête de la musique.* This year, it will take place on June 21, 22 and 23 2023 in *Al-Azhar Park* in Cairo, in partnership with *CEDEJ*, *Friedrich Ebert Stiftung*, and will aim to be a green and sustainably-organized festival in Egypt.

Akin the previous editions, numerous conferences and round tables on urban and environmental policies, with researchers, public actors and activists of the first rank will happen during the month of June. In parallel, the 3 days of the festival will host a forum with Egyptian and regional organizations involved in the environment; the late afternoons and evenings being devoted to concerts with leading artists, all in a friendly atmosphere.

**Eligibility criteria :**

Are concerned by the call for projects the project leaders working in the field of the environment. The project presented must be carried out by an entity established in Egypt and meet the above-mentioned objectives. Particular attention will be paid to projects designed in collaboration and/or allowing a connection with other environmental actors in Egypt.

The entity has to present a realistic budget, including private and institutionnal sponsors, and well detailed expenses such as logistics, concerts techniques, artists and organizations fees, flights.

**Deliverables :**

The event is based on 4 main axes :

- Accessibility to all audiences : young people and schools, adults (researchers, civil society) and the general public ;

- Respect for the environment and awareness of the challenges of urban transition ;

- Respect for gender equality ;

- The vitality of the actors on the whole Egyptian territory and beyond.

**The event designer and coordinator will specifically be responsible for:**

1. Propose a concept and develop it in the form of innovative activities to promote around twenty civil organizations and concrete practices against climate change and expertise on the subject to the public.
2. To coordinate the project, in particular :
3. Organize, with Goethe and French Institutes, steering committees, etc... and set up monitoring and reporting tools ;
4. Monitor the budget to ensure the success of the project within the allocated budget and ensure the search for sponsorship (financial and skills) for the event, in conjunction with the French Institute ;
5. Propose and monitor suitable indicators to make sure the deliverables (Accessibility, Respect for the environment, respect for Gender equality and vitality of the actors) are achieved.
6. Carry out event logistics (speakers, associations, artists):
7. Manage the invitations to the forum participants (20 civil organizations) and ensure their follow-up;
8. Carry out the material reception of all the speakers and artists in Cairo (20 people supposedly): transport, accommodation, logistics, reception, registration, etc.
9. Carry out the material reception of the public and their good information: setting up the forum, the stands, and the walks, scenography of the space, signage, catering, etc.
10. Declining the graphic identity of the event (trilingual) and its communication made with the partners, in connection with the communication department of the institutes.

*Notes: For the forum, an average of twenty organizations are expected. Their support in the framework of this call for proposals does not include accommodation, internal and international transport, or internal travel to Cairo for the event; but only all the associated logistics to ensure a quality reception of the public (setting up of stands according to their needs, badges, catering, goodies in particular).*

Please fill in the form and send it to the following email address:

*(Merci de remplir le formulaire et de l’envoyer à l’adresse suivante)*

[appelaprojet@ifegypte.com](mailto:appelaprojet@ifegypte.com)

Deadline on Saturday, January 28, 2023 at 11:59 PM (Max size 5MB)

Au plus tard le samedi 28 janvier 2023 à 23h59 (Taille Max 5Mo)

1. **Presentation of the structure / *Présentation de la structure***

**Name of the organization** (*Nom de la structure)* :

**Office address *(****Adresse du siège social**)* :

**Legal representative** *(Représentant(e) légal(e))* :

**Phone number** *(Téléphone)* :

**Main activity of the organisation** *(Activité principale exercée)*:

**Website address & social networks** *(Site Internet & réseaux sociaux)* :

**Person in charge of the application** *(Personne chargée du suivi du dossier)*

**Name & SURNAME** *(NOM & Prénom)* :

**Position** *(Fonction)* :

**Email address** *(Courriel)* :

**Name of the person in charge of the communication** *(Personne chargée de la communication)* :

**Previous projects with Goethe or French institutes – attach any related document**

*(Projets antérieurs avec l’Institut français ou Goethe - joindre tout document utile)* :

1. **Presentation of the project / *Présentation du projet***

**Description of the project team and languages spoken, including profiles that meet project expectations** *(Description de l'équipe menant le projet et des langues parlées par ses membres, y compris les profils qui répondent aux attentes du projet)*:

**Presentation of the structure and its latest actions –** 2000 signs maximum  
*(Présentation de la structure et de ses dernières actions* – 2000 caractères maximum) :

**Proposal of potential additional sponsors or partners***(Proposition de partenaires potentiels supplémentaires)*:

**Detailed communication actions to be implemented** *(Actions de communication détaillée pour le projet)*:

**Word of honor** *(Engagement sur l’honneur)***:**

* I hereby declare that the information given above is true and accurate  
  *(J’atteste sur l’honneur l’exactitude des informations contenues dans ce formulaire)*

|  |
| --- |
| Signature |

*NAME & Surname (NOM & Prénom):*

*Please note that a project report will be requested from chosen candidates at the end of the project  
(Veuillez noter qu’un bilan de projet sera demandé aux candidats retenus à l’issue du projet.*

**List of documents to be attached (PDF)**

* Detailed concept note of the project in PDF format, including a timetable, a proposal of structures and speakers, activities, scenography, potential artists, etc;
* A balanced budget forecast in terms of income and expenditure, indicating the amount of the grant requested as well as the funding from other partners;
* Official documents attesting to the legal existence of the entity in Egypt;
* Elements deemed useful by the candidates, such as a general presentation of the structure, of its activites, etc.

***Applications must be sent no later than Sunday, January 28, 2023 at 11:59 pm***

***By email to the following address: appelaprojet@ifegypte.com with the subject GREEN FEST***

***Liste des pièces à joindre (au format PDF)***

* *Une présentation détaillée du projet au format PDF, comprenant un calendrier, une proposition de structures et d'intervenants, d'activités, de scénographie, d'artistes potentiels, etc ;*
* *Un budget prévisionnel équilibré en termes de recettes et de dépenses, indiquant le montant de la subvention demandée ainsi que les financements des autres partenaires ;*
* *Documents officiels attestant de l'existence légale de l'entité en Égypte ;*
* *Des éléments jugés utiles par les candidats, tels qu'une présentation générale de la structure, de ses activités, etc.*

***Les dossiers de candidature sont à envoyer au plus tard le samedi 28 janvier 2023 à 23h59***

***Par mail à l’adresse suivante :***  [***appelaprojet@ifegypte.com***](mailto:%20appelaprojet@ifegypte.com) ***avec pour objet GREEN FEST***