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| Résidence Culture 2024  APPLICATION FORM |
| The *Résidence Culture* program allows professionals from foreign institutions to be integrated into the administrative and scientific teams of public cultural structures (central administration, regional directorates of cultural affairs, public establishments, and accredited networks), and more broadly within any non-profit cultural structure, to structure collaborations.  *Résidence Culture* is aimed at experienced professionals with responsibilities in foreign cultural institutions (administrators, department heads, cultural project managers, cultural managers in local authorities, and those responsible for the development and management of cultural policies), who wish to develop a concrete professional project and exchange knowledge and know-how with a host institution in France, allowing for a reciprocal exchange of knowledge and know-how.  The stay in France is for a period of one to three months, with a tutor. Foreign professionals receive a monthly grant of €1,500.  Before applying, applicants must identify a host institution in France in which they wish to immerse themselves and contact it to establish the feasibility of their application and to develop a collaboration project together. They must also contact the French diplomatic cultural services in their country to obtain their opinion**. Therefore, the application file must be completed jointly by a candidate, a host structure in France, and the French diplomatic post.**  **Applicants, host organisations in France, and the diplomatic post must take note of the terms of reference for Résidence Culture and fill in all the sections of the information form accurately,** preferably in French or in English, and the applicant must **attach a copy of their identity card or passport.**  The deadline for receipt of applications at the Ministry of Culture, transmitted by the host institutions, is 15 October 2023.  Applications are selected by the host institutions and the Ministry of Culture based on qualitative criteria.  The results of the selection process will be sent to the candidates at the end of the year  Assistance provided   * **Grant:** (1500€ per month): it is paid by the Ministry of Culture and by Alambret Communication. Please note: the trainee must arrive in France with the means to stay for about a week (money in his/her bank account or cash), as the terms of payment of the grant may sometimes require a delay. * **Social security coverage**: it is covered by the Ministry of Culture (health, civil liability, repatriation) * **Accommodation:** successful candidates will either be offered accommodation by their host institution (at the expense of the institution) or, if this is not possible, will have to find their accommodation at their own expense,( the amount being deducted from the scholarship.) The host institution must ensure, before the arrival of the professional, that they have a place to stay for the duration of the program. * **Travel:** travel to France is the responsibility of the applicant's employer, the applicant, or possibly another partner (e.g. French Embassy or French Institute). The Ministry of Culture does not pay for international travel. * **Professional support by the host organisation** |
| Information  Ministry of Culture  General Secretariat / Sub-Directorate for European and International Affairs  Fabienne Brütt / fabienne.brutt@culture.gouv.fr  And  [contact-international@culture.gouv.fr](mailto:contact-international@culture.gouv.fr) |

APPLICATION FORM

Résidence Culture

2024

TO BE FILLED OUT BY THE CANDIDATE

SURNAME Name

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COUNTRY

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Date and place of birth

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nationality

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Country where the professional activity is carried out.

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NAME OF THE HOST STRUCTURE IN FRANCE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of months requested

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates desired by both parties for the stay

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Purpose of the immersion and cooperation

(describe the precise objectives expected and proposed collaborations)

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| --- | --- | --- | --- |
| Surname | Name  Exact professional address | |  |
| Organism  Service or department  Exact position  Full address  Postal Code  City  Country  Phone number      E-mail  Website  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Full address |  |  |  |
| (country) | (city) | (number) |

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| (country) | | | (city) | | | | (phone number) | | | | | | | | | | | | |

Phone number

E-mail

Passport number

Expiry date

|  |  |  |  |  |  |  |
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|  | CAREER PATH  1) **Current professional activities** (describe precisely) | | | | | |
| Employing organisation |  | | | | | |
| Legal status | * public * private | | | | Position held since | |
| Overall operating budget | *(approximately*) | | | | Staff numbers  (*approximately)* | |
| Area of activity and missions of the organisation |  | | | | | |
| Your main duties |  direction |  administration/ management |  coordination |  communication | |  technical |
|  production |  planning |  artistic |  developing cultural policies | |  marketing |
| Please specify your position and your main duties and occupations |  | | | | | |

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| **2) Previous experience** |
| Previous professional experience  List the names of previous employing organisations, starting with the most recent (following the headings given) |
| Description of employing organisations, dates, positions held and functions, missions… |

Name

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| --- | --- |
|  | **3) Studies and training**  **Higher education *(qualifications obtained, dates, and places)*** |
|  | Higher education in France (if applicable)     no  yes  If replied yes please specify where      Training carried out in France.  (Please specify the name of the courses, the dates, the places and the name of the organisations that gave the training) |

MOTIVATION

**Please write a paragraph explaining your precise motivation for immersion in France.**

These parts are crucial for the selection of the applicants.

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| 1 | **Collaboration project (approximately 10 lines)** |
|  | Please present the project you wish to work on during your stay. |
|  |  |
| **2** | **Letter of motivation** (Approximately 15 lines)  Please specify the reasons for requesting this stay |
| **TO BE COMPLETED BY THE APPLICANT’S HOME ORGANISATION** |
|  | **Interest in the application for the applicant’s home organisation** |
|  | **TO BE COMPLETED BY THE HOST ORGANISATION IN FRANCE** |
|  | **Name of the host organisation in France** |
| **Number of months requested** |
| **Desired dates for hosting** |
| **Name, e-mail and function of the tutor** |
| **Relevance of the application for the host structure** |
| **If there is more than one application, please indicate the ranking of the file.**  **The total number of applications submitted ………../…………..** |
| **Interest of the application.** |
| **TO BE COMPLETED BY THE CULTURAL SERVICES OF THE EMBASSY OF THE CANDIDATE’S COUNTRY OF ORIGIN**  **Relevance of the application**  **Name, function and e-mail of the person signing** |
| **If there are several applications, please indicate the ranking of the file.**  **The total number of applicants ………./……….** |