|  |  |  |
| --- | --- | --- |
|  |  |  |

|  |
| --- |
| Application form  **seminar for english speakers**  **« cultural structures in the service of urban and territorial development »**  **Monday, March 20 to Thursday, March 30, 2017 (inclusive)** |
| Guidelines |
| We draw applicants’ attention to the importance of filling out all the sections of the application form with great care and accuracy. Forms are to be typed or filled out in capital letters **in English.** Applicants must also enclose all the required documents (identity papers or a copy of the identifying page on the passport; one passport-sized photograph; documents presenting the organisation currently employing the applicant as well as proof of the position and responsibilities held by the latter within the aforesaid organisation).  Once it has been completed, this application must be sent to the Embassy of France (Cooperation and Cultural Action Department) or to the French Institute of the country of residence of the applicant which will approve it and send it on Tuesday, January 31, 2017 at the latest to the Ministry of Culture and Communication at the following E-mail address: **courantsdumonde.sdaei@culture.gouv.fr**., after issuing a justified opinion regarding the application.  A copy of the application must also be sent to the Maison des Cultures du Mondeat the following E-mail address: **formations@maisondesculturesdumonde.org**.  ***Any application form sent directly by the applicant to the Maison des Cultures du Monde will not be taken into account. Applications submitted after the closing date will not be considered. Every applicant whose application has been examined will be informed of the selection results by mail or fax and by post.***  **Applicant’s commitment**  Within the time limit given by the Maison des Cultures du Monde, accepted applicants will confirm, in writing, their participation in the programme, as well as their commitment to:  ***come alone***  *****attend******the entire training programme*** *proposed and to accept the course content, which will not be questioned before or during the programme. All requests to change the length of stay will be rejected.* |
| * + - * 1. Information   **Isabelle Hurdubae Ministry of Culture and Communications**  Tel: (+33.1) 40 15 37 11 – isabelle.hurdubae[@culture.gouv.fr](mailto:marie-sabine.marechal@culture.gouv.fr)  **Aimée Pollard, Administratrice**  formations@maisondesculturesdumonde.org  **Tel:**(+33.1) 45 44 08 39  **Fax**: (+33.1) 45 44 76 60 - **www.maisondesculturesdumonde.org** - *Expertise / Formations*  **Maison des Cultures du Monde -101 boulevard Raspail - F 75006 Paris** |

**seminar for english speakers**

**« cultural institutions in the service of urban and territorial development »**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *FAMILY NAME*  NOM | | | | | | | | | | | | | | | | | | | | | | | | *FIRST NAME*  PRÉNOM | | | | | | | | | | | | | | | | | | | | | |
| ***date and place of birth***  date et lieu de naissance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *COUNTRY*  PAYS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| professional address  adresse professionnelle | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Organisation company  Etablissement | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Department*  Département | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Specific position title*  Fonction exacte | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Address*  Adresse précise | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Post code*  Code postal | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *City*  Ville | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Phone Direct line*  Téléphone | |  | |  | |  | |  | | |  | | |  | |  | |  | |  | | | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
|  | | (*country code*) | | | | | | | | | | (*city code*) | | | | | | | | | | (*phone number*) | | | | | | | | | | | | | | | | | | | | | | | |
| *Fax*  Télécopie | |  | |  | |  | |  | | |  | | |  | |  | |  | |  | | | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |
|  | | (*country code*) | | | | | | | | | | (*city code*) | | | | | | | | | | (*fax number*) | | | | | | | | | | | | | | | | | | | | | | | |
| * 1. *E-mail*   2. Courriel | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Website*  Internet | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| personal address  *a copy of your passport or any other identity papers and 1 passport-sized photograph must be enclosed with the application form*  *adresse personnelle :* joindre impérativement une copie de votre passeport international ou d'une pièce d'identité + 1 photo d'identité | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Address*  Adresse précise |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Post code*  Code postal |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *City*  Ville |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Phone number*  Téléphone |  | |  | |  | |  | |  | | | |  | |  | |  | |  | | | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
|  | (*country code*) | | | | | | | | | (*city code*) | | | | | | | | | | | (*phone number*) | | | | | | | | | | | | | | | | | | | | | | | | |
| *Mobile*  Portable |  | |  | |  | |  | |  | | | |  | |  | |  | |  | | | |  | | |  | |  | |  | |  | |  | |  | |  | |  | | | | | |
|  | (*country code*) | | | | | | | | | ( *mobile number*) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *E-mail*  Courriel |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Motivation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***Explain in at least 20 (typed) lines your scientific and professional interest in the topic of the Seminar.******This will be a deciding criterion for the selection process.***  Merci de préciser en une vingtaine de lignes votre intérêt scientifique et professionnel pour le thème du séminaire. Cette contribution sera un critère déterminant pour la sélection des candidatures. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Professional information   **Parcours professionnel** | | | |
| **current professional activities**t*o be described accurately*  **ACTIVITES PROFESSIONNELLES ACTUELLES** *à décrire avec précision* | | | |
| *Current employer*  Etablissement employeur actuel | |  | |
| *Legal status*  Statut juridique | |  *public sector*   *private sector* | *date of taking up this post*  date de votre entrée en fonction |
| *Total operating budget*  Budget de fonctionnement global | |  | *Number of employees*  Nombre de salariés |
| *Area of activity and vocation of the organisation*  Domaine d'activités et missions de l’organisme | | (please detail – merci de détailler) | |
| *Your specific assignments*  Vos missions précises | | (please detail – merci de détailler) | |
| ** *Fill out with accuracy and in detail the following columns on an additional sheet of paper***  Compléter avec précision sur une page complémentaire dactylographiée les rubriques suivantes | | | |
|  | **1) *previous professional activities***  *Please mention the names of organisations that employed you in the past, the dates, duration and nature of your assignments within these organisations.*  activités professionnelles antérieures - Indiquer les noms des organismes employeurs, les dates et la nature de vos activités au sein de ces organismes | | |
|  | 2) *training*   * ***higher education***   *specify degrees and diplomas obtained, dates and places*  *specify if you pursued higher or university education in France*   * ***training already attended in France - including the programmes « Courants »***   *specify titles of the training programmes, dates and places*  **formation**  Etudes supérieures - préciser les diplômes obtenus, les dates et les lieux et si vous vous avez suivi des études supérieures ou universitaires en France  Stages de formation déjà effectués en France - y compris le programme "Courants" - préciser les intitulés des formations, les dates et les lieux | | |
|  | **3) *extra-professional activities***  *Artistic practices, publications, symposiums*  Activités extraprofessionnelles - Pratiques artistiques, publications, colloques et conferences | | |

|  |  |  |
| --- | --- | --- |
|  | **Are you participating or have you already participated in the development of projects on an international scale?**  Participez-vous ou avez-vous déjà participé au développement de projets culturels d'envergure internationale ?  ***Yes*  *No* ** | |
|  | *Characteristics ot the project(s) and nature or your involvement*  Caractéristiques du projet et nature de votre implication | *Organisations involved and contacts*  Structures impliquées dans le projet et contacts |
|  | ***Are you already in touch with cultural organisations in France*?**  Etes-vous déjà en contact avec des institutions culturelles en France ?  ***Yes*  *No* **  **If it does, what kind of project do you make and with which French partner ?**  Si c’est le cas, sur quel(s) projet(s) travaillez-vous et avec quelles structures françaises partenaires ? | |
|  | *Description of the cooperation project(s)*  Description du projet de coopération | *French institutions involved an contacts*  Structures françaises concernées, contacts |
|  | How did you learn about this seminar ?  Comment avez-vous été informé(e) de l'existence de ce s*éminaire* ? | |

|  |
| --- |
| * + 1. Covering of expenses   **Prise en charge** |

|  |  |  |
| --- | --- | --- |
| ***FAMILY NAME***  NOM |  | ***FIRST NAME***  PRÉNOM |
| * + 1. The programme "Courants" covers the costs of     2. Le programme "Courants" prend en charge * *the tuition fees*   les frais pédagogiques   * *accomodation in Paris and/or in the provinces*   les frais d'hébergement (à Paris et/ou en régions)   * *programme-related travel in France*   les déplacements en France, dans le cadre du programme   * *social security contributions (health insurance, civil liability and repatriation)*   la couverture sociale (maladie, responsabilité civile, rapatriement)   * *a perdiem of* ***40*** *€ (to cover the cost of food)*   une allocation de séjour de **40** € par jour (cette bourse couvre les frais de nourriture et de loisirs) | | |
| |  |  | | --- | --- | | * + 1.  | * + 1. *the programme "Courants" will not cover international travel costs*   Le programme "Courants" ne prend pas en charge le titre de transport international | | | |
| **The international travel costs will be paid by**  Le titre de transport international sera assuré par | | |
| *the applicant*  lecandidat | | |
|  *his or her organisation*  son établissement de rattachement | | |
| *another organisation (French Ambassy, French Institute, other) : please specify*  une autre instance, préciser laquelle (Ambassade de France ou Institut français, autres) | | |
|  | | |
| **Other**  *Thank you for informing us about any further information for the good organization of the stay (for example a specific diet)*  Divers : Merci de nous informer de tout complément d’information nécessaire à la bonne organisation du séjour (par exemple un régime alimentaire spécifique) | | |

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Avis du service culturel français sur la candidature**

* + 1. 31 janvier 2017- date limite de réception à Paris des dossiers de candidature

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Candidat** | | | | | | | | | | | | | | | | | | | | | | | | |
| **NOM Prénom** | |  | | | | | | | | | | | | | | | | | | | | | | |
| **Pays** | |  | | | | | | | | | | | | | | | | | | | | | | |
| **Service culturel français présentant la candidature** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Personne traitant le dossier**  **Fonction** | |  | | | | | | | | | | | | | | | | | | | | | | |
| **E-mail** | |  | | | | | | | | | | | | | | | | | | | | | | |
| **Téléphone** | |  |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |  | |  |
| ***(ligne directe)*** | | *(préfixe du pays)* | | | | | *(préfixe de la ville)* | | | | | *(téléphone)* | | | | | | | | | | | | |
| **Télécopie** | |  |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  | |
| ***(indispensable)*** | | *(préfixe du pays)* | | | | | *(préfixe de la ville)* | | | | | *(téléphone)* | | | | | | | | | | | | |
| **Récapitulatif** | | * + - 1. Nombre total de candidatures présentées | | | | | | | | | | | | | | |  | | | | | | | |
|  | | **Priorité attribuée à la candidature** | | | | | | | | | | | | | | |  | | | | | | | |
| **Avis sur la candidature** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Observations**  **Date / Cachet** |  | | | | | | | | | | | | | | | | | | | | | | | |
| ***Les dossiers sont à adresser à*** | **c**[**ourantsdumonde.sdaei@culture.gouv.fr**](mailto:Courantsdumonde.sdaei@culture.gouv.fr) **et** **formations@maisondesculturesdumonde.org**  **ministère de la culture et de la communication** | | | | | | | | | | | | | | | | | | | | | | | |
| ***Renseignements*** | **Isabelle Hurdubae**, - Ministère de la culture et de la communication  Tel : (+33.1) 40 15 37 11 – [isabelle.hurdubae@culture.gouv.fr](mailto:isabelle.hurdubae@culture.gouv.fr)  Aimée Pollard - Administratrice  Tel : (+33.1) 45 44 15 59 - **formations@maisondesculturesdumonde.org**  **www.maisondesculturesdumonde.org** rubrique *Expertise / Formations* | | | | | | | | | | | | | | | | | | | | | | | |