

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

APPLICATION FORM

Résidence Culture

2024

TO BE FILLED OUT BY THE CANDIDATE

SURNAME

Name

COUNTRY

Date and place of birth

Nationality

Country where the professional activity is carried out.

NAME OF THE HOST STRUCTURE IN FRANCE

Number of months requested

Dates desired by both parties for the stay

Purpose of the immersion and cooperation

(describe the precise objectives expected and proposed collaborations)

Surname

Name

Exact professional address

Organism

Service or
department

Exact position

Full address

Postal Code

City

Country

Phone number

(country)

(city)

(number)

E-mail

Website

Full address

CAREER PATH

1) Current professional activities (describe precisely)

Employing organisation					
Legal status	<input type="checkbox"/> public <input type="checkbox"/> private			Position held since	
Overall operating budget	<i>(approximately)</i>			Staff numbers <i>(approximately)</i>	
Area of activity and missions of the organisation					
Your main duties	<input type="checkbox"/> direction	<input type="checkbox"/> administration/management	<input type="checkbox"/> coordination	<input type="checkbox"/> communication	<input type="checkbox"/> technical
	<input type="checkbox"/> production	<input type="checkbox"/> planning	<input type="checkbox"/> artistic	<input type="checkbox"/> developing cultural policies	<input type="checkbox"/> marketing
Please specify your position and your main duties and occupations					

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

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.

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/.....