

**LEVY ON TECHNICAL DEVICES FUND**

**FREQUENTLY ASKED QUESTIONS (FAQs)**

1. **How do I download the application forms?**

All the forms are available on the CIPA website.

1. Go to [www.cipa.co.bw/levy-on-technical-devices-fund](http://www.cipa.co.bw/levy-on-technical-devices-fund)
2. Scroll down to see “APPLICATION DOCUMENTS”
3. Click on any document you want to download, and the document will automatically download.

Alternatively, you can request them through email at ltdf@cipa.co.bw

1. **What kind of projects are eligible for funding?**

Projects aimed at developing copyright-based industries such as literature, music, poetry, visual arts, theatre, graphics, photography, e.t.c

1. **What projects will NOT be funded?**

Projects that are exclusively capacity building and projects that do not support the copyright and neighbouring rights industry such as hair salons, catering businesses, tailoring businesses, poultry houses etc.

1. **Is there an application fee?**

No, the LTDF application is free.

1. **Are my answers limited to the space provided on the application form?**

No. You may alternatively type or write your responses on a separate sheet and maintain the numbers in the application form. Please note that you may attach any additional sheet to the application form, should there be a need.

1. **Can I apply for funding as BOTH an individual and as a company?**

No. You cannot submit more than one application in a single call, even if the applications are not the same. You can either apply for the LTDF as an individual OR as a company. However where one has a registered company they are allowed to apply through the company rather than as an individual.

1. **Is it possible to apply for funding as a joint venture or collaboration?**

Yes. Applications from joint ventures are allowed as long as all the legal requirements are for the arrangement are met.

1. **Can I apply for the LTDF while also benefitting from other initiatives?**

Yes, you can apply for the LTDF while also benefitting from other initiatives. However, you cannot apply for the same project that is already funded elsewhere.

1. **Can I attach samples of my work e.g. CD, photographs to the application?**

Yes. You may attach any information that you deem important for the success of your application.

1. **Is this a loan? Am I expected to pay back the funds should my application be successful?**

NO, it is not a loan, funding from the LTDF is a grant. You are not expected to pay back any money should your application be successful. However, should you fail to successfully implement the project, you will be required to reimburse the funds you received from the grant.

1. **Can I reapply for funding if my proposal was rejected before?**

Yes. You are welcome to reapply for the LTDF, provided you align your application to the requirements of the ongoing call.

1. **Will I get additional support like business or technical mentoring from CIPA or LTDF on top of the funding?**

CIPA provides the monitoring of selected projects during implementation, but not technical assistance.

1. **What is the submission procedure? Do I get an acknowledgement of my application?**

Once you have submitted your application you will receive a submission confirmation via the email provided on your application form.

1. **May I ask CIPA employees or the LTDF Committee to review an element of my proposal before I submit my application?**

No. For fairness, proposals will only be reviewed during the evaluation process after all the applications have been received. However, applicants can enquire about on parts of the forms and seek clarity where they do not understand the questions.

1. **How do I check to see the progress/ status of my application?**

There will be communication to applicants through both post and email throughout all stages of the evaluation process.

1. **Do I need to submit a bank confirmation letter or 3 months bank statement?**

No. bank confirmation letter and 3 months bank statement are not required as attachments to the application. The list of the required attachments is in the application form and applicants can submit additional information that they deem to add value to their proposal.

1. **Can a non-citizen be included in the project team?**

Yes. Non-citizens are ineligible to apply, however, a non-citizen whose expertise is needed for the success of the proposed project can form part of the team identified for the implementation of the project.

1. **What if I have additional questions?**

For further enquiries, please contact the CIPA Copyright Office at the following:

Email: ltdf@cipa.co.bw ***(this email is for enquiries only, not submissions!)***

Tel: 367 3726/3910/ 3720