**VI. Application Procedure**

The Ministry, in principle, will hold an open call once a year. The submission and implementation dates will be announced separately from these Guidelines and Procedures.

Applicants are required to apply online at the Ministry’s grants information website ([https://grants.moc.gov.tw/](https://grants.moc.gov.tw/Web/Normal.jsp?R=1&P=2231&B=1740)) and deliver their application in person (or by proxy) or post it by the specified deadline.

Application packages, which should include the materials specified in Article XII of these Guidelines, are to be directed to: "Ministry of Culture, Dept. of Cultural Exchanges, Latin America and International Information Section.”

The front of the submitted envelope shall be labeled "Application — Cultural Exchanges and Collaborative Projects between Taiwan and Latin America.”

The postmark shall serve as proof of submission by the set deadline for mailed applications; the date stamped by the receiving unit will serve the same function for hand-delivered applications. Late applications (defined as received after 5pm on the specified deadline) will not be reviewed.

**VII. Application Details**

Applications are to include seven (7) copies of the project proposal and required documents. Application packages will not be returned regardless of the funding decision; applicants are not to request their return.

Document format will be announced separately from these Guidelines. The application package should include:

* Online application form ([https://grants.moc.gov.tw/](https://grants.moc.gov.tw/Web/Normal.jsp?R=1&P=2231&B=1740))
* Registration certificate of the applying organization and a summary of its current operations.
* A project proposal, including supporting documentation of relevant cultural exchange activities organized by the applying organization. Documentation may be presented through audiovisual materials, reports, pictures, posters, or media coverage.
* A summary report on all the cultural professionals expected to participate in the project.
* A letter of intent of cooperation signed by the Latin American cultural professionals expected to participate in the project, along with their contact information. (For Category I applicants only)
* An invitation letter from a cultural event of a major or international nature in Latin America, along with a summary of its program. (For Category II applicants only)
* A budget table listing all expected expenditures.
* An affidavit.