Applicant's
Handbook

Applicable to all Grant Cycles

The *Sheikh Saud bin Saqr Al Qasimi Foundation for Policy Research* is pleased to present the Competitive Grants Applicants Handbook, a comprehensive guide for prospective applicants to the Foundation's Competitive Grants Program.

This handbook provides clear and practical information on the Foundation's funding opportunities, eligibility requirements, and review procedures, supporting applicants in developing strong and competitive proposals.

Through its grants, the Foundation aims to advance knowledge, foster innovation, and generate positive social impact in Ras Al Khaimah and across the United Arab Emirates. Each grant stream reflects the Foundation's commitment to rigorous research, creative expression, and community-driven initiatives that contribute to evidence-based policy.

This handbook is designed to guide prospective applicants through the Sheikh Saud bin Saqr Al Qasimi Foundation for Policy Research's Competitive Grants Program. It provides an overview of available funding opportunities, eligibility criteria, application requirements, and review procedures to help applicants prepare strong, competitive proposals.
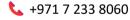
The aim of this handbook is to offer clear and practical information that supports applicants in understanding the Foundation's priorities, expectations, and timelines. By following the guidance in this document, prospective grantees can ensure their proposals align with the Foundation's mission to advance research, culture, and community development in Ras Al Khaimah and the wider United Arab Emirates.

Appendix A includes a Glossary of Terms to clarify key terminology used throughout this handbook.

For inquiries regarding any of the competitive grants described in this handbook, please contact the Foundation:

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1| Overview of Grant Opportunities

The *Sheikh Saud bin Saqr Al Qasimi Foundation for Policy Research* offers a range of competitive grants to promote research, support arts and culture, and foster community-based collaborations in Ras Al Khaimah and across the United Arab Emirates.

Each program has distinct objectives, eligibility criteria, and application requirements, but all share a unified commitment to advancing knowledge, creativity, and social impact that contribute to evidence-based policy.

Applicants are encouraged to review each grant stream carefully and select the one that best aligns with their background, expertise, and intended outcomes.
For preliminary inquiries or eligibility clarification, contact grants@alqasimifoundation.rak.ae.

1.Competitive Research Grants

Supporting applied and interdisciplinary projects that address key policy issues in Ras Al Khaimah and the wider United Arab Emirates.

1.1 TransformRAK Seed and Acceleration Grants
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2. Arts Grants

Promoting creative expression, artistic innovation, and cultural exchange through film and visual arts.

2.1 Film Grants
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Empowering Ras Al Khaimah residents and organizations to design and implement community-based initiatives that strengthen local development.

3.1 Community Impact Grants

All applicants are expected to clearly demonstrate how their proposed research, artistic project, or community initiative will benefit Ras Al Khaimah and relate to the Foundation's priority areas: Education, Arts & Culture, Philanthropy, Community Development, and Public Health.

The Foundation recognizes that the application process may be time-consuming and welcomes general feedback requests regarding eligibility, relevance, or proposal strength.
Such inquiries should be directed to **grants@alqasimifoundation.rak.ae**.

1 | Research Grants

The *Research Grants Program* provides opportunities for scholars and practitioners to undertake applied, interdisciplinary projects that address pressing policy questions in Ras Al Khaimah and the wider United Arab Emirates.

1.1 TransformRAK Seed and Acceleration Grants

Overview

The Al Qasimi Foundation's TransformRAK: Research for *Tangible Impact Grants* is a program designed to bridge academic inquiry and real-world impact, policy-relevant solutions for Ras Al Khaimah and, by extension, the wider United Arab Emirates*.*
The program operates in two phases that encourage experimentation, refinement, and scaling of successful solutions.

Grant Type	Funding	Duration	Purpose
Seed Grant	Up to AED 75,000 per year	Maximum 24 months	To test new concepts, refine methodologies, and generate preliminary evidence for larger interventions.
Acceleration Grant	Up to AED 125,000 per year	Maximum 36 months	To expand proven initiatives, reach broader audiences or policy domains, and long-term impact.

Eligibility Requirements

- The Principal Investigator (PI) must be affiliated with one of the world's top 200 universities, as recognized by leading global ranking systems.
- The proposed project must be conducted within the United Arab Emirates, with preference for research activities based in Ras Al Khaimah.
- All applicants must satisfy the ethical approval and English language proficiency requirements outlined below.

English Language Proficiency Requirements

Applicants who learned English as a secondary language must provide evidence of proficiency through:

- Relevant academic writing samples, or
- Certified TOEFL iBT (minimum 102) or IELTS (minimum 7.5) results.

Applicants without recent scores may still apply; however, funding will be conditional upon later submission.
Exceptions may be granted for applicants with extensive academic or professional experience in English-language environments.

Research Ethics and Vulnerable Populations

Applicants whose projects involve human participants or vulnerable populations must secure Institutional Review Board (IRB) approval or complete CITI Program Human Subjects Research training prior to award activation. Equivalent training completed within the past two years may be accepted. Funding offers are conditional upon submission of ethics documentation. Recipients must adhere to international ethical standards and promptly notify the Foundation if their research uncovers issues related to child welfare or safety, in accordance with UAE law.

Application Process

Applications for the TransformRAK Seed and Acceleration Grants are accepted annually, with a submission deadline of 1 March (23:59 GST) unless otherwise advertised.

A complete application must include:

- An online application form submitted through the AQF Grants Portal.
- A cover letter and curriculum vitae for all principal researchers.
- Applicants must complete the official TransformRAK Proposal Template following all formatting requirements. This document should not exceed eight (8) pages and must adhere to the specified font and margin guidelines. The final proposal should be uploaded using the prescribed file naming format to ensure proper tracking.
- A short video introducing the project and explaining why it merits support.
- An implementation timeline and clearly defined deliverables.
- A detailed budget prepared using the Foundation's Appendix D2 Budget Template.
- Applicants are required to upload their CV, recommendation letter, letters of support, and IRB or CITI documentation when applicable.
- Additional materials may be included to strengthen the application but are optional
- Applicants must verify that all information and documents are accurate and represent their original work.

The full application must then be submitted through the AQF Grants Portal before the deadline.

Grant Inclusions:

Funding covers direct project-related costs associated with approved activities, up to AED 75,000 per year for Seed Grants and AED 125,000 per year for Acceleration Grants.
Permissible expenditures include, but are not limited to:
equipment and software purchases; travel to and within the UAE; accommodation; translation and transcription services; event hosting and workshop facilitation; printing and publication of research outputs; and other expenses directly tied to project delivery

Deliverables & Expectations:

Successful TransformRAK recipients are expected to contribute at least two knowledge-mobilization deliverables (e.g. policy brief, working paper, blog article, podcast) and to present their findings at a Research Majlis.

1.2 Doctoral Research Grants

The Doctoral Research Grant program supports promising PhD students whose dissertations involve substantial fieldwork in Ras Al Khaimah up to AED 60,000. These awards encourage early-career scholars to engage directly with the Emirate's communities, institutions, and policy environment, thereby building an evidence base that informs local development initiatives.

Grant Eligibility:

Applicants must be current PhD students of any nationality enrolled at an accredited university and in good academic standing.
Eligibility criteria include:

- For American programs: completion of all coursework and successful passage of preliminary examinations.
- For British or European programs: completion of at least one year of study, an extensive literature review, and a well-developed research methodology.
- The proposed research must include Ras Al Khaimah or the UAE as at least one part of the research.

English Language Proficiency Requirements:

Doctoral applicants who learned English as a secondary language must provide writing samples or certified TOEFL iBT (minimum 102) or IELTS (minimum 7.5) scores.
Applicants lacking recent test results may still apply; however, awards will remain conditional until submission of updated documentation.
Applicants with substantial academic or professional experience in English-language contexts may be considered for exemption.

Research Ethics and Vulnerable Populations:

All applicants conducting research involving human subjects must secure IRB approval or CITI Program certification before the award can be activated.
Equivalent documentation completed within two years of application will be accepted.
Recipients are expected to comply with international standards of ethical research and must inform the Foundation immediately if any concerns arise during fieldwork, particularly regarding child protection or participant safety**.**

Application Process:

Applications for Doctoral Research Grants follow the same annual cycle as TransformRAK, with a submission deadline of **1 March (23:59 GST)** unless otherwise announced.
A complete application must include:
a cover letter, curriculum vitae, official academic transcripts, a detailed research proposal, two

letters of recommendation, evidence of English proficiency (as applicable), and confirmation of ethical approval or IRB certification.

Grant Inclusions:

Awards provide comprehensive logistical and financial support for doctoral fieldwork. International applicants receive round-trip economy airfare (up to AED 8,000), up to 12 months of accommodation, a pro-rated monthly living stipend of AED 2,000 (maximum AED 24,000), car rental (AED 2,000 per month, maximum AED 24,000), visa costs (up to AED 2,500), and access to the Foundation's office and research facilities.

UAE-based applicants receive comparable benefits tailored to their needs, with up to AED 35,000 allocated for direct research expenses such as data collection, materials, or local travel.

Deliverables & Expectations:

Doctoral awardees must submit a final dissertation chapter draft or field report, share at least one knowledge output (policy brief, blog, or presentation), and engage with the Foundation's academic community through seminars or mentorship sessions.

2 | Arts Grants

The Arts Grants support creative expression and cultural exchange by enabling filmmakers and artists to produce original work that celebrates Ras Al Khaimah's identity, heritage, and contemporary life. These awards recognize the arts as essential to social cohesion, dialogue, and the preservation of cultural heritage.

2.1 Film Grants

The Film Grant provides financial and institutional support to directors and media professionals planning to produce short Arabic- and English-language films up to 20 minutes in length. Documentaries and projects that portray community narratives or social issues relevant to the UAE and Gulf region are particularly encouraged.

Grant Eligibility:

Young directors and media professionals of any nationality interested in making short bilingual films in Arabic and English (20 minutes or less) about topics relevant to the UAE and Gulf region, with documentaries especially encouraged. Directors should have a background in filmmaking or media studies and may be current university students (with at least two years of their academic program completed) or recent BA or MA graduates (within the last five years). They must also have screened at least one film at a festival in the UAE, Gulf region, or internationally. Priority is given to Emirati applicants.

Application Process:

Opens in early April 2025, with a closing deadline of 1 June 2025, unless specified otherwise. A complete application must include the online form, a cover letter, the director's CV, along with the

names and roles of other involved individuals, a detailed storyboard, an itemized budget, a timeline with key milestones, a list of filming locations with necessary permissions, a letter of recommendation, and two recent film samples. Finalists might be asked to participate in an in-person or Zoom interview.

Grant Inclusions:

A maximum of 35,000 AED is allocated to production-related activities in the detailed budget. Acceptable expenses include location and equipment rentals (such as studio time, lighting, sound equipment), make-up, costumes, props, purchasing or commissioning music soundtracks, editing or animation software, and Arabic/English translation and subtitles.

Deliverables & Expectations:

Film Grant recipients are required to submit a finished short film (up to 20 minutes), along with a project completion report and a recorded podcast. The Foundation reserves non-commercial rights to exhibit the film at Foundation events or on digital platforms.

2.2 Artist Residency Grants

The Artist Residency Grant helps emerging and professional artists from the UAE and beyond to create new work while connecting with Ras Al Khaimah's community through workshops, exhibitions, and collaborative projects.

Grant Eligibility:

Any Individual artists regardless of any nationality interested in creating new works and engaging in cultural exchange with the Ras Al Khaimah community. Must meet certain criteria. Applicants should hold a degree in studio or fine arts or have an established portfolio in media such as drawing, jewelry, mixed media, painting, photography, sculpture, or textiles. They should have completed at least one solo exhibition or two group exhibitions within the last three years and have proven experience in teaching hands-on workshops and activities. Artists must be at least 21 years old not enrolled in an academic program or residency during the proposed time with the Foundation, and must demonstrated proficiency in both spoken and written English.

Application Process:

Opens in early April 2025, with a closing deadline of 1 June 2025, unless specified otherwise. A complete application consists of an online form, a cover letter, a detailed artistic CV, an artist bio with a photo, a professional statement, a representative portfolio sample, a residency statement (including proposed community workshops), a list of supplies needed for the residency and two recommendation letters.

Grant Inclusions:

The residency provides support of up to 61,000 AED **to** cover eligible expenses. These may include economy round-trip airfare (if applicable), accommodation, a monthly living stipend, transportation costs, visa fees (if required), supplies and materials, and studio space. Funding allocations will be based on the artist's proposed budget, project needs, and duration of stay, without differentiation between UAE-based and international applicants.

Deliverables& Expectations:

Resident artists are required to hold six community workshops or lectures during their residency, organize a final exhibition at Ras Al Khaimah Art Festival, and submit a final report that summarizes their artistic work, community engagement efforts, and reflections on the residency experience.

Program Impact:

The Foundation aims to develop lasting creative skills in Ras Al Khaimah through its Film and Artist Residency Grants. It seeks to connect local and international artists and foster artistic innovation that enriches the Emirate's cultural scene.

By supporting creative talents, the Foundation strengthens the role of arts and culture as drivers of dialogue, education, and community cohesion in the UAE and beyond.

3| Local Grants

The Local Grants program reinforces the Foundation's commitment to empowering communities through inclusive and participatory development.
By supporting grassroots initiatives, it enables residents and organizations to transform local knowledge and resources into sustainable solutions that enhance quality of life in Ras Al Khaimah.

3.1 Community Grants

The Community Grant program empowers Ras Al Khaimah residents and organizations to design and implement locally driven initiatives that address community needs through participatory and asset-based approaches. Projects must be realistic, measurable, and designed to strengthen social cohesion, inclusion, or wellbeing within local communities.

Grant Eligibility:

Ras Al Khaimah residents of any nationality or local organizations seeking to address a need or identified issue in the Ras Al Khaimah community. Proposals must demonstrate strong elements of community engagement, and project leaders must have lived in the emirate for a minimum of two years. For organization-based proposals, project leaders must also have been employed for a minimum of one year with the applicant organization and have documented support from their line managers. Where required, project teams should be comprised of diverse individuals and stakeholders.

Additionally, Collaboration and Partnership proposals require a minimum of two organizations or community groups working together, with documented evidence of in-kind support (for Collaborations) or matching funds/financial support (for Collaborations) beyond the grant request. Project teams must also have demonstrated proficiency in the Asset Based Community Development (ABCD) approach and concepts.

Regardless of the type of proposal, applicants should not have received a Community Grant within the last two years.[1]

Application Process:

Community Impact Grant applications are accepted and reviewed on a rolling basis. Complete application includes: online form, cover letter, CV for project leader(s), list of project team members (as applicable), project proposal with timeline and deliverables, itemized budget that includes contributions of all key partners (in-kind or financial), letter of recommendation, letter(s) of support from participating organizations (as applicable), ABCD training certificate or similar evidence (as applicable), confirmation of research ethics training (research-based projects or those working with vulnerable groups).

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[1] At its discretion, management may make an exception to this eligibility requirement if the proposal builds on the success of the earlier project and/or is deemed especially relevant to a community need.

Grant Inclusions:

Inclusions vary based on application category: Individuals (maximum 5,000 AED)[2], Organizations (maximum 10,000 AED), Collaborations (maximum 25,000 AED), Partnerships (maximum 50,000 AED).[3] Funds may be used to cover direct, project-related expenses based on the approved detailed budget for programming, infrastructure, or capacity development initiatives.

Deliverables &Expectations:

Recipients must submit a brief midterm progress report and a final report upon completion, including photos, financial records, and impact assessment. Projects are expected to demonstrate sustainability by identifying local partners or resources that can continue the initiative beyond the grant period.

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[2] As a special category of Individual awards, management may approve partial funding (up to 50% tuition fees) for teachers working in Ras Al Khaimah government schools to complete their M.Ed. at the American University of Ras Al Khaimah.

[3] Funding for larger, well-justified projects may be considered on a case-by-case basis. However, such requests need to be submitted and planned well in advance to align with the Foundation's annual budgeting process.

This section details the process and criteria used for determining awards for the Foundation's various funding opportunities. The Grant Manager is responsible for coordinating application reviews and communicating award decisions unless otherwise noted.

2.1 Research Grants

Doctoral Research, TransformRAK: Research for Tangible Impact Grants including Seed and Acceleration Research Grants are all considered competitive international awards and are collectively reviewed using the same process and criteria. The annual deadline for all three grant programs is 1 March (23:59 GST) unless otherwise advertised or the call is extended. Late applications or those received at other times of the year are generally not considered.

Review and Awards Process

The Foundation follows a structured, multi-stage process to ensure transparency, fairness, and consistency in all funding decisions.

No.	Stage	Process Description	Approx Weight (%)
1	Preliminary Review	After the deadline, the Grant Manager reviews all applications for completeness and eligibility. Applicants may be contacted to provide missing materials within a stated timeframe. Only complete and eligible proposals advance to the formal review.	10 %
2	External Peer Review	Eligible proposals are sent to external reviewers with relevant subject-matter expertise. These reviewers assess scholarly merit, methodological rigor, innovation, and contribution to Ras Al Khaimah's development using the Foundation's established criteria and scoring guidelines. This stage carries the greatest weight in the evaluation process.	45 %
3	Internal Review	Members of the Foundation's Research Department and management team review proposals using the same criteria. Internal reviewers consider peer feedback, feasibility, and alignment with the Foundation's mission, strategic priorities, and the policy needs of Ras Al Khaimah and the UAE.	30 %
4	Scoring & Consolidation	External and internal scores are compiled into a consolidated evaluation report. Reviewer comments are summarized, and inclusions or exceptions for extended offers are recorded to ensure consistency and fairness.	10 %
5	Final Decision & Notification	Based on composite scores, reviewer feedback, and available funds, the Foundation finalizes award decisions. Applicants receive one of three possible outcomes(No Award, Conditional Award, unconditional Award) and are notified within approximately eight (8) weeks of the submission deadline.	5 %

Note: The above weights reflect the relative importance of each stage in the overall evaluation process. The Foundation emphasizes independent academic peer review and alignment with institutional priorities to ensure that awards uphold both scholarly quality and local policy relevance.

Possible Review Outcomes

Outcome Type	Description
No Award	The proposal did not meet the threshold for funding. Applicants may receive reviewer feedback to strengthen future submissions.
Conditional Award	Applicants are offered funding assuming they address issues identified during the review process.[4]
Unconditional Award	The proposal is accepted as submitted and awarded funding directly.

Award Allocation Notes

- Awards are determined based on proposal strength.
- One grant per organization is awarded per cycle. Exceptions may be made when two equally strong proposals justify multiple awards.
- The Foundation may show flexibility for multiple Doctoral Research Grant recipients from the same institution when individual projects are of high quality and address distinct research topics.

Scoring and Evaluation Criteria

All complete proposals are evaluated using five weighted criteria forming the basis of award decisions. Sub-scores are combined into an overall evaluation score totaling 100 percent.

No.	Criterion	Focus	Weight (%)
1	Scholarly (or Professional) Record	Applicant's academic qualifications, research experience, and professional accomplishments relevant to the proposed project.	20 %
2	Proposal Relevance & Significance	Degree of alignment with the Foundation's mission and the policy priorities of Ras Al Khaimah and the UAE.	25 %
3	Research (or Project) Practicality	Feasibility of the proposal, methodological soundness, and demonstrated understanding of the local context.	25 %
4	Budget & Resource Needs	Realism and justification of the proposed budget and resource plan.	15 %
5	Partnership Potential	Extent to which the project builds strategic partnerships and enhances local research capacity. Used to distinguish between equally strong proposals.	15 %
	Total		100 %

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[4] Conditional offers may be made for a number of reasons, including (but not limited to): outstanding IRB requirement; outstanding English proficiency exam; unconfirmed collaborators; budget or proposal adjustments. Exceptions, changes, or other actions required of the applicant are outlined in the conditional offer and built into the Award Contract as appropriate.

Reviewer Feedback and Finalization

Each reviewer provides both numerical scores and written feedback to support their evaluation. The Grant Manager consolidates reviewer comments into a summary report that informs the Foundation's final funding decisions and ensures a transparent, well-documented review process.

Key Dates for the Research Grant Cycle

(Applies to: TransformRAK Seed, TransformRAK Acceleration, Doctoral Research Grants)

Stage	Timeline
Submission cycle opens	November (annually, for the following year's cycle)
Application submission deadline	Typically, 1 March (23:59 GST), unless otherwise advertised or extended
Review and evaluation period	Approximately 6–8 weeks following the deadline
Applicant updates / award notifications issued	By late June of the same year
Project / fieldwork start	Following award confirmation, subject to IRB approval, visas, and logistics

The Foundation research grant submission cycle (including Doctoral Research Grants) will reopen in November, with applicants expected to submit all materials through the online grants portal (Fluxx Portal – https://alqasimi.fluxx.io/) Review generally takes 6–8 weeks, and applicants are informed of their status by the end of June.

Applicants are strongly advised to plan ahead for Institutional Review Board (IRB) approval, research permissions, visa processing, and accommodation/transport arrangements before scheduling fieldwork in Ras Al Khaimah or the wider UAE.

2.2 Arts Grants

Film and Artist Residency Grants are competitive and collectively reviewed after the annual deadline. Late applications or those received at other times of the year are generally not considered.

Review and Awards Process

The Foundation follows a transparent, multi-stage process to ensure fairness and consistency in all Arts Grant funding decisions.

No.	Stage	Process Description	Approx Weight (%)
1	Preliminary Review	After the deadline, the Grant Manager reviews all applications for completeness and eligibility. Applicants may be asked to provide missing materials within a stated timeframe. Only complete and eligible proposals advance to the formal review.	20%
2	Internal Review	Members of the Arts & Culture Department and management team evaluate proposals using the Foundation's established criteria. This review assesses artistic merit, originality, feasibility, and the proposal's contribution to Ras Al Khaimah's creative ecosystem.	50%
3	Applicant Interview	Shortlisted applicants are invited for an interview to discuss their proposal, clarify project details, and assess readiness for the residency. Interview outcomes contribute to the final decision-making process.	20%
4	Final Decision & Notification	Scores and internal feedback are consolidated into a final evaluation report. Based on composite results and available funds, final awards are approved and applicants are notified within approximately eight (8) weeks of the submission deadline.	10%

Note: The above weights reflect the relative importance of each stage in the overall evaluation process. The Foundation emphasizes external artistic review and community relevance to ensure that awards support creativity, innovation, and cultural engagement in Ras Al Khaimah.

Possible Review Outcomes

Outcome Type	Description
No Award	The proposal did not meet the threshold for funding. Applicants may receive reviewer feedback to strengthen future submissions.
Conditional Award	applicants are offered funding assuming they address issues identified during the review process. [5]
Unconditional Award	The proposal is accepted as submitted and awarded funding directly.

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[5] Conditional offers may be made for a variety of reasons, including (but not limited to): adjustments to storyboard concept/residency workshops, schedule, or budget; confirmation of additional funding. Exceptions, changes, or other actions required of the applicant would be outlined in the conditional award offer and built into the grant agreement as appropriate.

Award Allocation Notes

- Awards are determined based on proposal strength.
- One grant per organization is awarded per cycle. Exceptions may be made when two equally strong proposals justify multiple awards.
- The Foundation may show flexibility for multiple Doctoral Research Grant recipients from the same institution when individual projects are of high quality and address distinct research topics.

Scoring and Evaluation Criteria – Film Grants

All complete Film Grant proposals are evaluated using five weighted criteria that form the basis for award decisions. Sub-scores are combined into an overall evaluation score totaling 100 percent.

No.	Criterion	Focus	Weight (%)
1	Directorial Record	Professional qualifications, training, and prior film work of the applicant.	20 %
2	Storyboard Concept	Relevance of the proposed film's themes to the UAE and Gulf region, and the clarity of story development.	25 %
3	Creativity	Originality and creative approach to storytelling, visual design, and production.	20 %
4	Film Practicality	Feasibility of the project in terms of production schedule, resources, and understanding of the local context.	20 %
5	Budget & Resource Needs	Realism and justification of the proposed budget and resource requirements.	15 %
	Total		100 %

Scoring and Evaluation Criteria – Artist Residency Grants

All Artist Residency proposals are evaluated using five weighted criteria that form the basis for award decisions. Sub-scores are combined into an overall evaluation score totaling 100 percent.

No.	Criterion	Focus	Weight (%)
1	Artistic Record	Applicant's artistic qualifications, exhibition history, and demonstrated creative ability.	20 %
2	Residency Plans	Relevance of proposed activities to the Foundation's mission and potential engagement with Ras Al Khaimah's community.	25 %
3	Creativity	Originality and artistic innovation in approach, style, and concept.	20 %
4	Practicality	Feasibility of the residency plan, clarity of objectives, and realistic understanding of the local context.	20 %
5	Budget & Resource Needs	Appropriateness and accuracy of financial requests relative to the residency scope.	15 %
	Total		100 %

Reviewer Feedback and Finalization

To accompany their overall evaluation scores, reviewers also provide their feedback on whether individual proposals should be considered for award funding. Reviewers are encouraged to make any notes they deem necessary to support their ratings or award recommendations. The Arts & Culture Department along with the Grant Manager prepare an overall review summary on each proposal to facilitate the final award decisions.

Key Dates for the Arts Grant Cycle

(Applies to: Film Grants and Artist Residency Grants)

Stage	Timeline
Submission cycle opens	Early April (annually)
Application submission deadline	1 June (23:59 GST), unless otherwise advertised
Shortlisting and interviews	June
Review and final selection	June – July
Award notifications issued	Within 6–8 weeks of the application deadline
Residency / production period begins	Following award confirmation (generally mid-year)

For Film Grants and Artist Residency Grants, the Foundation opens the annual arts and culture submission cycle in early April and closes it on 1 June. Shortlisted applicants are invited to interview, and final funding decisions are communicated approximately 6–8 weeks after the deadline.

Applicants should allow sufficient time for production planning (film shoots, equipment, locations, subtitling/translation) or residency logistics (housing, studio use, and community engagement commitments).

2.3 Community Grants

Community Grants are competitive and collectively reviewed using the same process and criteria, regardless of funding tier: Individuals, Organizations, Collaborations, and Partnerships. One primary application deadline is planned annually covering all levels of funding requests. A second submission cycle may be added pending fund availability.

Review and Awards Process

The Foundation follows a structured, multi-stage process to ensure transparency, fairness, and consistency in all funding decisions.

No.	Stage	Process Description	Approx Weight (%)
1	Preliminary Review	After the deadline, the Grant Manager reviews all applications for completeness and eligibility. Applicants may be contacted to provide missing materials within a stated timeframe. Only complete and eligible proposals advance to formal review.	10 %
2	Panel Review	Eligible proposals are reviewed by a panel comprising members of the Community Department and the grant Manger. The panel evaluates each submission against the Foundation's established criteria and scoring guidelines, assessing relevance, practicality, and community value.	45 %
3	Internal Consolidation	Reviewer scores and feedback are compiled into a consolidated evaluation report. The Grant Manager, ensures that scoring is applied consistently across all funding tiers.	25 %
4	Management Review	The consolidated report is presented to the Foundation's senior management for discussion and verification of recommendations. Inclusions and exceptions for extended offers are noted during this stage.	10 %
5	Final Decision & Notification	Based on composite scores, reviewer feedback, and available funds, the Foundation finalizes award decisions. Applicants receive one of three possible outcomes and are notified within approximately four (4) weeks of the submission deadline.	10 %

Note: The above weights reflect the relative importance of each stage in the overall evaluation process. The Foundation emphasizes both community relevance and practical feasibility to ensure that projects contribute meaningfully to Ras Al Khaimah's sustainable development.

Possible Review Outcomes

Outcome Type	Description
No Award	The proposal did not meet the threshold for funding. Applicants may receive reviewer feedback to strengthen future submissions.
Conditional Award	applicants are offered funding assuming they address issues identified during the review process.[6]
Unconditional Award	The proposal is accepted as submitted and awarded funding directly.

Award Allocation Notes

- Awards are determined based on application strength.
- The Foundation generally prioritizes awards to new individuals or organizations and will normally award only one grant per organization each year.
- Exceptions may be made if two equally strong proposals address distinct issues and demonstrate high potential for community impact.

Scoring and Evaluation Criteria

All complete proposals are evaluated using five overarching criteria that form the basis for making award decisions. The five criteria sub-scores are then added together to form a reviewer's overall evaluation score totaling 100 percent.

No.	Criterion	Focus	Weight (%)
1	Professional Record	Professional qualifications and relevant experience of individual or organizational applicants.	20 %
2	Relevance & Significance	Alignment of the proposed project with the Foundation's priorities and its ability to address identified community needs in Ras Al Khaimah.	25 %
3	Preparation & Practicality	Realistic planning, clear goals, and demonstrated capacity to successfully complete the proposed activities.	25 %

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[6] Conditional offers may be made for a variety of reasons, including (but not limited to): budget or proposal adjustments, coordination with additional partners, unconditional admission to M.Ed. program. Any exceptions, changes, or other actions required are outlined in the conditional award offer and built into the award agreement as appropriate.

4	Budget & Resource Needs	Realism and justification of the proposed financial and in-kind contributions, including cost-sharing and partner support where applicable.	15 %
5	Partnership Potential	Applicant's prior involvement with the Foundation and the project's potential to strengthen the local network of individuals and institutions committed to community development.	15 %
	Total		100 %

Reviewer Feedback and Finalization

To accompany their overall evaluation scores, reviewers also provide their feedback on whether individual proposals should be considered for award funding. Reviewers are encouraged to make any notes they deem necessary to support their ratings or award recommendations. The Grant Manager prepares an overall review summary on each proposal to facilitate the final award decisions.

Key Dates for the Community Grant Cycle

(Applies to: Individuals, Organizations, Collaborations, and Partnerships)

Stage	Timeline
Application submission	Rolling, year-round (subject to available funds)
Preliminary eligibility review	After submission
Interview (if shortlisted)	Scheduled on an ongoing basis
Award decision / notification	Typically, within 4 weeks of submission
Project start	Immediately following award confirmation, subject to agreed budget and timelines

Community Grant applications are accepted and reviewed throughout the calendar year on a rolling basis. Eligible proposals are forwarded to the Selection Committee, and applicants can generally expect an award decision within approximately four (4) weeks. Funding is subject to budget availability.

Applicants should build in time for any required internal approvals (for example, partner sign-off, matching funds, or ethics/training requirements for projects involving vulnerable populations) before beginning implementation.

Inclusions, deliverables, and exceptions associated with successful grant applications will be documented in a formal Award Contract signed by the award recipient(s) and Foundation. This includes identifying the party responsible for administration of award funds and ownership details for any equipment purchased as part of an award. Original Award Contracts are added to the award files and copies are provided to recipients for their records.

Evaluation of Requested Budgets

Foundation grant awards are modest compared to funding offered through other local and international entities. As such, budgets are critically evaluated during the application review process. When possible, applicants should submit supporting documentation (e.g. quotations) and show calculation assumptions to demonstrate how the value of specific line items is reached. Reviewers are also instructed to flag budget items that seem excessive or unnecessary, and such questions must be addressed before a conditional award offer becomes unconditional.

General Exclusions

To maximize the strategic impact of the Foundation's funding, the following items are excluded from award coverage:

- University overhead expenses or other indirect cost recoveries
- Salaries or stipends for faculty, researcher, or project leader time
- University tuition or fees (e.g. Doctoral Grants)
- Business class air tickets
- Conference attendance to present research results
- Journal processing fees

Case-by-Case Exclusions

In addition, reviewers often question inclusion of the items below. It is therefore important for applicants to demonstrate why such items are required for a project's successful implementation and note when they do not have access to such items through their university or organization:

- Technology or software purchases
- Journal subscriptions for literature reviews
- Equipment rentals and purchases
- Research or project participant gifts
- External consultants or experts

The Foundation's competitive grants operate on an annual cycle for Research and Arts & Culture awards, and on a rolling basis for Community Impact awards. The process from submission to notification is structured to ensure clarity and equal opportunity for all applicants.

7.1 Application Steps

1. **Review Grant Information:**
   Prospective applicants should thoroughly read this Application Guide and confirm that their proposed project aligns with the Foundation's objectives and eligibility criteria. Detailed descriptions of each grant type are available on the Foundation's website: www.alqasimifoundation.com/grants.

2. **Prepare Application Materials:**
   Applicants must complete all required documents listed in Section 1 of this guide. Templates for detailed budgets and other supporting documents are provided in the Appendices.

3. **Submit Application Online:**
   Applications are submitted through the Foundation's secure portal (Fluxx Portal – https://alqasimi.fluxx.io/). All documents must be uploaded in PDF format. Hand-delivered or emailed submissions will not be accepted.

4. **Acknowledge Receipt:**
   Applicants will receive an email confirmation within five (5) business days of submission from the portal and **grants@alqasimifoundation.rak.ae**. If confirmation is not received, applicants should follow up to ensure that their application has been properly recorded.

5. **Review and Evaluation:**
   Following submission, applications undergo eligibility screening, peer review, and internal evaluation as outlined in Section 5.

6. **Award Notification:**
   Successful applicants will be informed of decisions by late June. Those receiving conditional offers must address any pending requirements (such as IRB approval or revised budgets) before funds can be released.

5 | Appendices

Most appendices are internal working documents used by staff to support grant administration, and where relevant, are only applicable to award recipients. They also undergo regular revision. To request the most current version of an appendix section listed below, please contact the designated Grant Manager at the Sheikh Saud bin Saqr Al Qasimi Foundation for Policy Research.

Appendix A| Glossary of Terms   **(included in handbook, page 24)**

Appendix D| Budget Templates   **(available on Foundation website as part of the relevant application instructions)**

    D1   Doctoral Research Grant Budget

    D2   Research Proposal Template for TransformRAK

    D3   Seed Grant Budget

    D4   Film Grant Budget

    D5   Artist Residency Grant Budget

    D6   Community Impact Budget

Appendix H| Research Ethics CITI Training Instructions

A| Glossary of Terms

Applicant – an individual or organization who is considering or in the process of applying for one of the Foundation's competitive grant opportunities.

Award – a general term that refers to any grant funding the Foundation offers to a recipient.

Award Addendum – a formal letter that specifies changes to the conditions set forth in a recipient's original Award Contract. This is usually issued after a successful petition.

Award Contract – the formal agreement between recipients and the Foundation outlining grant details, such as expectations of recipients, award inclusions, required deliverables and deadlines, award administration, ownership of purchased equipment, and approved exceptions.

Award Period – the timeframe for which a grant is active. It includes an official start and end date. All required activities and deliverables should be completed within this time period.

Cancellation – an award that is declined when offered or ends before all grant activities and deliverables have been met. Depending on the circumstances and how a cancellation is initiated, it may require partial or full-repayment for any grant funds that have been spent.

Closure Letter – a formal letter that officially closes an open grant file. Under normal circumstances, it will indicate successful completion of all grant activities and submission of deliverables. Closure letters will also be issued for cancelled awards, noting any specific conditions associated with the cancellation.

Deliverable – a general term for any required event, publication, report, or other activity demonstrating progress or successful completion of terms and conditions set forth in the Award Contract.

Director – an individual eligible to apply for and receive a Film Grant.

End Date – the day a grant ends. All required deliverables associated with the award or should be completed by this date.

Exception – a decision that reflects an exemption to an existing Foundation policy or eligibility requirement.

Exclusion – an item that is not eligible for coverage in a grant or scholarship award.

Grant –	funding provided through a competitive application process to an individual or organization in order to carry out research, or an artistic or community project based on a submitted proposal.
Grant Manager –	the Foundation staff member responsible for grant promotion and administration, as well as the main contact for applicants and recipients. The Grant Manager, with approval of the management team, may enlist other staff to support certain aspects of these activities.
Inclusion -	an item that is eligible for coverage in a grant award and outlined in the formal Award Contract.
Local Recipients –	any grant or scholarship recipient who is already based in the United Arab Emirates.
Managing Editor –	individual responsible for working with grant recipients on written deliverables (e.g. policy papers, working papers, blogs) specified in the Award Contract
Petition –	a request to waive a Foundation policy or make changes to terms and conditions outlined in a recipient's Award Contract.
Recipient –	any UAE-based or international individual or organization that receives grant funding from the Foundation.
Start Date –	the day a grant begins.
Successful Applicant –	an individual or organization who has been offered an unconditional or conditional grant award but whose Award Contract has not yet been finalized.
Visiting Scholars –	individuals or organizations based outside the United Arab Emirates who have accepted a competitive grant to carry out research or artistic projects in Ras Al Khaimah.