**1.**

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**Manual**

**Guidelines for Filing an Application for Sponsorship for Cultural Operations**

**from**

**the Cultural Promotion Fund**

**Department of Cultural Promotion**

**Ministry of Culture**

**Introduction**

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Section 19 and Section 23 (2) of the National Culture Act, B.E.2553 (A.D.2010) and Section 23 (2) provide that the Cultural Promotion Fund be established as a fund for expenses in respect of cultural work promotion and support for the purpose of promoting, supporting, and disseminating the operations on arts and cultures of persons, groups of persons, and public and private organizations, in the local, national, and international levels.

Department of Cultural Promotion is aware of importance of art promotion, support, and dissemination; therefore, the Department allocates a return from the Cultural Promotion Fund to support any project or activity having the same objectives as that of the Cultural Promotion Fund to propose the project or activity for obtain a support in line with the advice contained in this Manual. In this respect, in the case of any interested agency or person, they can obtain the Manual at Department of Cultural Promotion or download the Manual at [www.culture.go.th](http://www.culture.go.th).

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(Mr. Chai Nakornchai)

Director-General of Department of Cultural Promoti

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**1.**

**Background of the Project Providing Sponsorship to Cultural Operations**

the Cultural Promotion Fund allocates the return from the Cultural Promotion Fund on a yearly basis used in supporting and promoting the National Artists, the cultural qualified persons, the persons having excellent cultural performances, artists, educational institutes, art and cultural agencies and organizations, both in local, national, and international levels, in study, research, and development, to disseminate knowledge to people, leading to admiral and pride in national arts and cultures.

**1**

**2.**

**Target Groups Entitled to Propose the Project to**

**National Culture Commission for Consideration**

**2.1 Persons**: namely, the National Artists, the persons having excellent cultural performances, the cultural qualified persons, the artists, persons, and groups of persons.

**2.2 Organizations:** namely, public and private organizations, in the local, national, and international levels.

**2**

**3.**

**Criteria on Project Selection**

3.1 The project under sponsorship is divided into 3 branches; namely, visual art branch, art created language branch, and performing art branch.

3.2 The project applying for sponsorship shall be clear as appearing on a variety of forms of new art performance and/or various art activities creation; for instance, training, camping, staging, cultural exhibition, and ability to measure outputs.

3.3 The project beneficial to promote the study on arts and cultures and aesthetics to disseminate and teach the arts and cultures without impact on good national morals, ethnics, and traditional customs.

3.4 Project presentation periods are in accordance with the day and time so designated in each year, provided that the Cultural Promotion Fund Division shall not present any project so proposed behind schedule. the Cultural Promotion Fund shall obtain the project documents and shall analyze and screen the projects under the criteria so set out in order to be presented to the Meeting of the Commission on the Cultural Promotion Fund for consideration which projects shall be presented to the Meeting. If the projects do not pass the consideration, there shall no longer be consideration.

3.5 The project not within the scope of sponsorship are as follows:

3.5.1 Profit-seeking project;           3.5.2 The projects showing art project, term paper, and thesis whose work piece creation is in line with the courses and regulations of the educational institutes;

3.5.3 Durable article procurement, land purchasing, building construction, and building improvement and repair;

           3.5.4 The projects which cannot be referred to a variety of exact details having unclear objectives or operating processes;

3.5.5 The projects for the purpose of public relations and the projects in the category of association, meeting, talking, and making a tour inspection of various groups;

3.5.6 The projects which may have negative impact on or may be precarious in good morals, ethics, and customs and traditions;

**3**

**4.**

**Guidelines for Sponsorship for Cultural Operations**

Sponsorship for Cultural Operations provided to persons, groups of persons or agencies applying for sponsorship for cultural operating budgets has the steps, as follows:

1. the Commission on the Cultural Promotion Fund holds a meeting to determine the criteria on the project selection consideration and determine the amount of the sponsorship in each year and the period for filing an application form for sponsorship.

2. Department of Cultural Promotion prepares Notifications of Department of Cultural Promotion given to all of the persons, groups of persons, and agencies, to acquire subsidized funds, by having details, as follows:

2.1 Notification of Determination of the Period for Filing an Application for Receipt of Sponsorship from the Cultural Promotion Fund in the budgetary Year B.E. ........;

2.2 Notification of Project or Activity Proposal Form, Project-in-Progress Report Form, and Successful Summary Form in Operating the Project Applying for Sponsorship from the Cultural Promotion Fund ;

2.3 The Rule of the Commission on the Cultural Promotion Fund Re: the Project or Activity Conditions and Details for Subsidy from the Cultural Promotion Fund B.E. 2555 (A.D. 2512);

3. Upon the due date of filing an application, the Secretary Division shall compile the projects/activities and analyze a variety of projects to support the consideration of the Commission on the Cultural Promotion Fund in selecting the projects appropriate for receipt of sponsorship and prepare notifications and disseminate them to all applicants for sponsorship for acknowledgment.

4. Department of Cultural Promotion notifies the sponsorship recipients and collectively sign the Memorandum of Understanding; subsequently, notifies the sponsorship recipients to come to receive the budget for operating the projects in accordance with the conditions so agreed.

5. After expiration of such operating period, the sponsorship recipients shall submit the summary of the project or activity operations to Department of Cultural Promotion in pursuance of details in the conditions so agreed. In the case where the project/activity has the operating period in excess of 6 months, the sponsorship recipient shall report the results of operations to Department of Cultural Promotion for acknowledgment of the operations-in-progress.

**4**

**5.**

**Project Proposal Method for Receipt of Sponsorship for Cultural Operations**

The project applying for sponsorship from the Cultural Promotion Fund shall submit the documents as stipulated by Department of Cultural Promotion, as follows:

**5.1 Sample of Project Proposal Form (Form 1)**

**Form 1**

****

**Project or Activity Proposal Form Applying for Subsidy from**

**the Cultural Promotion Fund in 201..... Budgetary Year**

**----------------------------------------**

1. Name of Project/Activity:........................................................................................................................

2. Principles and Reasons: ..........................................................................................................................

3. Project/Activity Objectives:.....................................................................................................................

4. Project/Activity Form or Natures:..........................................................................................................

5. Target Groups of the Project Participants:

5.1 Qualification: ................................................................................................................

5.2 Quantification: .............................................................................................................

6. Project/Activity Arrangement Place or Area which shall have been permitted by the place or area owner to operate the Project: .....................................................................................................

7. Date of the Project Commencement or Termination: .....................................................................

8. Budget: ...................................................................................................................................

8.1 Number of budgets to apply for receipt of subsidy: ............. (clearly inform detailed expenses of each activity of the Project, such as media preparation expenses, program expenses, and meal expenses)

8.2 Source of entire project’s budgets: .........................................................................

9. Responsible Person of the Project: ............. (Project Owner).............................................................

10. Expected Results:

10.1 Output Indicators:.........................…………………………………………………………………….

10.2 Outcome Indicators:........................……………………………………………………..…………..

**5.2 Sample of Form of Report on Project-in-Progress** **(Form 2)**

**Form 2**

****

**Project Proposal Method for Receipt of Sponsorship for Cultural Operations**

**Form of Report on Project/Activity-in-Progress of the Project or Activity for Receipt of Subsidy from the Cultural Promotion Fund in 201..... Budgetary Year**

**----------------------------------------**

1. Name of Project/Activity:...........................................................................................................................

2. Name of Project/Activity Owner: 00.......................................................................................................

3. Agreement No. KorSor/.............../20............ dated ..............................................................................

4. Project/Activity Objectives:...............................................................................................

5. Report on Operating Project/Activity-in-Progress and results from operations

|  |  |
| --- | --- |
| Operated Activities | Results from Projects/Activities Operations |
|  |  |
|  |  |

6. Details of expenses so subsidized as from the date of the Project commencement in total amount of ................. baht

7. Indicate the Table of Detailed Expenses classified from the Project/Activity Action Plans to be operated and the Project operation period.

|  |  |
| --- | --- |
| Activities to be Operated | Projects/Activities Operations Period |
|  |  |
|  |  |

8. Problems or Obstacles (if any): ...............................................................................................................

(Signed)..................................................Project Owner

(................................................)

Date: ............/............./.............

**Note: This Form 2 shall be used only for the project with period of 6 months or more.**

**6**

**5.3 Form of Summary of Achievement in the Project Operation (Form 3)**

**Form 3**

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**Form of Summary the Project or Activity Performance**

**Applying for Subsidy from the Cultural Promotion Fund**

**In 201..... Budgetary Year**

**----------------------------------------**

1. Name of Project/Activity:.................................................................................................................
2. Name of Project/Activity Owner: ...................................................................................................
3. Agreement No. KorSor/.............../20............ dated ......................................................................
4. Budget in the amount of ................... baht. The Project/Activity operation commences on Date: ...............................................…………………………………………………………………………………….
5. Project Objectives: ...........................................................................................................................
6. Summary the Project or Activity Performance .........................................................................

**(Operating Explanation)...Those who receive the subsidy shall summarize the Project operations in the form of printing documents and photos and shall strictly record them in 3 sets of CDs or DVDs under Clause 13 (4) of The Rule of the Commission on the Cultural Promotion Fund B.E.2555 (A.D.2012).**

7. Expected Results upon termination of the Project:

1) Output Indicators:.........................…………………………………………………………………….....

2) Outcome Indicators:........................……………………………………………………..…………......

8. Indicate quantitative and qualitative targets: ............................................................................

1. Compare the Project/Activity action plans with the actual performance and show
   * 1. Difference:…………………………………………………………………………………………………..
     2. Cause of Difference:...............................................................................................
2. Problems or Obstacles and problems-solving guidelines:.......................................................
3. Opinions and Other Recommendations: .....................................................................................

(Signed)...........................................................Project Owner

(.....................................................)

Date: ............./............................./.............

**Note : Form 2 and Form 3 are part of Agreement of Receipt of Subsidy**

**7**

**6.**

**Guidelines upon Receipt of Sponsorship for Cultural Operations**

**6.1 Sample of Notice Given to the Project Owner**

**OFFICIAL EMBLEM**

No. WorThor 0504/ Department of Cultural Promotion

No 14 Thiam Ruam Mit Road,

Huai Khwang District,

Bangkok Metropolis 10310

Date: ...........................................................................

Subject: Application for Sponsorship for Project: Opening the House of Artisan, Continue

Stucco Work

To: Mr. ................................

Encl: 1. Two sets of Project Sponsorship Receipt Agreement;

2. One Receipt Voucher;

3. One Notification of Department of Cultural Promotion.

Whereas the Commission on the Cultural Promotion Fund passes a resolution in the Meeting No. ...../20...., held upon ...................................... to approve the return of the Cultural Promotion Fund to support .............................................. Project in the amount of ……………….. baht (………………………………………………………….)

In this regard, Department of Cultural Promotion would like you to take actions, as follows:

1. Affix your signature in two sets of Project Sponsorship Receipt Agreement;

2. Affix your signature in one Receipt Voucher.

Please be notified and submit the aforementioned documents back to Department of Cultural Promotion so as to take disbursing action for you to further the Project.

Yours respectfully,

the Cultural Promotion Fund Division

Tel. 0 2247 0013, Ext: 1406

Fax. 0 2248 5852

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**6.2 Sample of Notification of Department of Cultural Promotion**

**OFFICIAL EMBLEM**

**Notification of Department of Cultural Promotion**

**Re: Results of Consideration for Allocation of Subsidy from the Cultural Promotion Fund**

**In Budgetary Year 2014**

**---------------------------**

Whereas Department of Cultural Promotion has allowed the presentation of the projects applying for receipt of allocation of subsidy as per the Rule of the Commission on the Cultural Promotion Fund concerning the conditions and details of the projects or the activities applying for receipt of subsidies from the Cultural Promotion Fund , B.E. 2555 (A.D. 2012.

By virtue of Article 8 of the Rule of the Commission on the Cultural Promotion Fund on the Conditions and Details of the Projects or the Activities Applying for Receipt of Subsidies from the Cultural Promotion Fund , B.E. 2555 (A.D. 2012) issued by virtue of paragraph two of Section 23 of the National Culture Act, B.E. 2553 (A.D.2010). Consequently, the Director-General of Department of Cultural Promotion has issued the Notification of the Projects Subsidized by the Cultural Promotion Fund in Budgetary Year B.E.2547 (A.D. 2014), totaling 16 projects as follows:

1. Project: Making Learning Media "Practice Learning to Play a Flute on

one's own by National Artist";

2. Project: Opening the House of Artisan, Continue Stucco Work;

3. Project: Workshop on the Creation of Mueang Long Tin Chok Cloth

Weaving from National Artist;

4. Project: Follow the Art of Shadow Play of National Artist, Songkhla

Province;

5. Project: Continue Lanna Cultural Heritage, Bring Sustainable Wisdom;

6. Project: Publishing the Works of National Artist "Chaloem Nakheerak";

7. Project: Publishing the Book "Power of Visual Arts and Art Studies";

8. Project: Video Medium Set "Dharma Lecture" by Prof. Emeritus

Dr. Ravee Pavilai, religious savant of the Royal Academy, National Artist;

9. Project: Continuation of Folk Culture and Conservation of Cultural

Heritage in Thai way;

10. Project: Publicizing the Arts of Performing Hulu Like (Musical Folk Drama)

to remain alongside Thai society, Phra Pradaeng District;

11. Project: National Artist' Work Exhibition in the Field of Visual Arts;

12. Project: Making CD of Thai songs composed by Her Royal Highness Princess Maha Chakri Sirindhorn with the marching band and Thai

musical band;

13. Project: Instruction in Molam (Northeastern-style singer) toward ASEAN;

14. Project: "8 Years’ Arts Exhibition, Young Artists Creating Arts and

National Artists";

15. Project: Continuation of Singing Mueang Chiang Rai Folk Songs;

16. Project: "The 3rd Youth Camp for Learning Thai Art and Culture".

Notified for public acknowledgement accordingly

Notified on 24 February 2014

Chai Nakornchai

(Mr. Chai Nakornchai)

Director-General of Department of Cultural Promotion

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**6.3 Sample of Agreement of Department of Cultural Promotion**

**Agreement No KorSor......... /2004**

**Sponsorship Agreement**

**.......................................................................... Project**

**from**

**Department of Cultural Promotion**

**--------------------------**

This Agreement is executed at Department of Cultural Promotion, Thiam Ruam Mit Road, Huai Khwang District, Bangkok Metropolis upon .....................................................,Department of Cultural Promotion, by ............................................., Title: Director-General of **Department of Cultural Promotion,** hereinafter referred to as the **Sponsorship Provider,”** of the one part, and ............................., residing at House No. ......... Sub-district: ................................, District: ..........................., Province: ............................, hereinafter referred to as the **“Sponsorship Recipient,”** of the other part. Both parties agree to enter into the Agreement, as follows:

**Article 1** The Sponsorship Provider agrees to provide subsidy to ......................... Project in the amount of ................................. baht (............................................................)

**Article 2** The Sponsorship Recipient shall operate the **................................** Projectso proposed in an absolute manner. In the case of obstacle unable to operate the Project, the Sponsorship Recipient shall forthwith report in writing to the Sponsorship Provider thereof for consideration and finding the problem solving or take another reasonable action.

**Article 3** The Sponsorship Provider shall make the payment to the Sponsorship Recipient in 1 installment, as from the date on which both parties have already affixed the signature on the Agreement and shall commence to operate the Project until expiration as form .................... up to ........................, provided that the Sponsorship Recipient shall control using subsidies to be in the economical manner and under the criteria so agreed.

**Article 4** The Sponsorship Recipient shall submit the Report on Project-in-Progress during operation (Form 2) and shall submit the Summary of Project Results of Operations (Form 3) within a period of 15 days as from the date of completion of the Project.

**Article 5** Upon publicizing the Project results of operations to public, the Sponsorship Recipient shall indicate “Received sponsorship from the Cultural Promotion Fund ,” together with the emblems of Department of Cultural Promotion and the Cultural Promotion Fund in the outstanding and easily-seen place.

****

**Article 6** The Sponsorship Recipient shall be responsible for wrongful acts under laws or any right in patent or copyright of the third parties which is used in performing this Agreement.

**Article 7** Suspension and Termination of the Agreement

7.1 The Sponsorship Provider has the right to suspend all or part of the works or to terminate this Agreement, if the Sponsorship Recipient fails to operate the work with reasonable care as expected by the Commission on the Cultural Promotion Fund or fails to conform to the covenants and conditions as set out herein or when the Sponsorship Provider and the Sponsorship Recipient mutually agrees that they ought to end the operation in the Project. In this case, the Sponsorship Provider shall serve a notice on the Sponsorship Recipient thereof. The suspension or termination of the aforesaid Agreement shall come into force within a period not less than 60 years as from the date on which the Sponsorship Recipient has received such notice.

7.2 Upon termination of the Agreement under Article 7.1, the Sponsorship Recipient shall have paid all of the subsidies to the Sponsorship Provider within a period of 30 days as from the date on which the Sponsorship Recipient has received the notice of termination of the Agreement.

7.3 For the termination of the Agreement under Article 7, should the Sponsorship Provider and the Sponsorship Recipient mutually agree to end the operation in the Project, the Sponsorship Recipient shall not pay back the subsidies so received.

This Agreement is executed in duplicate, with all texts identical. Both parties have thoroughly read and understood the contents contained herein, and then affixed their signatures and seals (if any) in the presence of witnesses and each copy is retained by one party.

(Signed).................................................... Sponsorship Provider

(......................................)

Director-General of Department of Cultural Promotion

(Signed).....................................................Sponsorship Recipient

(......................................)

(Signed).....................................................Witness

(.............................................)

Director of the Cultural Promotion Fund Division

(Signed)..................................................... Witness

(............................................)

Culture Officer, Senior Professional Level

(Signed).................................................... Witness

(...........................................)

Culture Officer, Professional Level

**12**

**6.4 Sample of Letter of Proxy (In the case of assigning a representative to take action)**

**Power of Attorney**

Stamp Duty

Written at .............................................................

Date: ....................................................

I, Mr./Mrs./Miss ......................................................., Title: ................................................, residing at House No. ..........................., Road: .........................................., Alley: ...................................,

District: .........................................., Province: ..................................................., empower Mr./Mrs./Miss .................................................., residing at House No. ............................, Road: ......................................, Alley: ......................., District: ......................................, Province: ................................., to receive subsidies of the ...................................................... Project in the amount .....................................baht (..................................................) from the return on the Cultural Promotion Fund under the Notification of Department of Cultural Promotion Re: Results of Consideration for Subsidy Allocation from the Cultural Promotion Fund in the 20....... Budgetary Year in my lieu at Department of Cultural Promotion

Any action taken by the attorney in connection with the authorization shall be deemed to have been taken by myself in all respects.

Signed.................................................Appointor

(.........................................)

Signed.................................................Attorney

(.........................................)

Signed.................................................Witness

(……..……………………………)

Signed.................................................Witness

(.........................................)

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**Rule of the Commission on the Cultural Promotion Fund**

**Re: Conditions and Details of the Project or the Activity Applying for Subsidy**

**from the Cultural Promotion Fund , B.E. 2555 (A.D. 2012)**

**-------------------------------**

**Whereas Section 19 and Section 23 (2) of the National Culture Act, B.E. 2553 (A.D. 2010) determines that a cultural promotion fund be established for the purpose of capital for expenses on cultural work promotion and support and the Commission of the Cultural Promotion Fund shall have its power to consider and approve the projects or the activities of public, private, community sectors applying for receipt of subsidies from the fund in line with the national culture policies on education, research, development, rehabilitation, conservation, promotion, and dissemination of the cultures.**

**So as to meet the objectives of cultural work promotion fund in promoting, supporting, disseminating, and operating the works on arts and cultures of persons, groups of persons, public and private organizations in the local, national, and international levels, by virtue of paragraph two of Section 23 of the National Culture Act, B.E. 2553 (A.D. 2010), the Commission on the Cultural Promotion Fund therefore issues the Rule, as follows:**

**Article 1 This rule shall be called the “Rule of the Commission on the Cultural Promotion Fund Re: Conditions and Details of the Project or the Activity Applying for Subsidy from the Cultural Promotion Fund , B.E. 2555 (A.D. 2012).**

**Article 2 This Rule shall come into full force and effect as from the day following the date of promulgation in the Government Gazette.**

**Article 3 In this Rule,**

**“Commission” means the Commission on the Cultural Promotion Fund;**

**“Director-General” means the Director-General of Department of Cultural Promotion;**

**“Department” means Department of Cultural Promotion;**

**“Fund” means the Cultural Promotion Fund;**

**“Fund Division” means the Cultural Promotion Fund Division;**

**“Project” means the projects or the activities applying for subsidy from the Fund.**

**Article 4 The Chairman shall take charge hereunder and have the power to decide any problem arising therefrom or take a directive action in the event of inability to comply herewith.**

**Article 5 The Project so proposed to apply for receipt subsidy from the Fund shall have the following natures:**

1. **The issues on education, research, development, rehabilitation, conservation, promotion, and dissemination of the cultures in 3 branches of arts and cultures works, namely, visual arts, literatures, and performing arts;**
2. **Having to be beneficial to promote education, arts and cultures, and aesthetics as prepared for disseminating and transferring arts and cultures without any negative impact on good national morals, ethics, and customs and traditions;**

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1. **Having to be clear in the details in relation to the Project, such as places, target areas for exhibition, number of work pieces, work pieces disseminating channels, the form of the activities arising, and exact period of time on operation.**
2. **Outcomes of the Project must be clear as appearing in the form of arts and cultures innovation, or activities on various categories of activities whose outcomes can be measurable.**

**Article 6 The following natures of the Project shall not be in the scope of subsidy:**

1. **Projects showing art projects, term papers, theses creating the work pieces as per the educational courses and regulations;**
2. **Procurement of durable articles, purchase of lands, structures, and buildings, or improvement and repair of buildings;**
3. **Projects unable to refer to a variety of exact details, having unclear objectives or unclear operating processes;**
4. **Creative projects, holding the meeting, assembly, talk, and making tour of inspection of various groups;**
5. **Project which may have negative impact on or may be precious to good morals, ethics, and customs and traditions.**

**Article 7 Those being entitled to propose the Project to the Commission for consideration and approval are as follows:**

1. **National Artists and general artists of 3 branches, namely, visual arts, arts created languages, and performing arts;**
2. **Qualified persons on cultures or those having cultural excellent performances;**
3. **Persons, groups of persons, educational institutes, governmental agencies or organization, and private and community sections requiring to operate the arts and cultures works;**
4. **Government services in the department.**

**Article 8 In each budgetary year, those having the right to propose the Project under Article 7 shall apply for subsidies from the Fund within the period of time as notified and determined by the Director-General.**

**Article 9 an application for receipt of subsidies shall be filed to the Fund as notified and determined by the Director-General.**

**Article 10 Projects applying for receipt of subsidies from the Fund shall have at least details, as follows:**

1. **Project name;**
2. **Principles and reasons;**
3. **Project objectives;**
4. **Project form or natures;**
5. **Target group of the Project participant;**

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1. **Project places or areas shall have been permitted by the places or areas owner or to be able to operate the Project;**
2. **Project operation period;**
3. **Budget amount applying for subsidies from the Fund;**
4. **Source of the budget of entire Project;**
5. **Project responsible persons;**
6. **Results expectation.**

**Article 11 The Fund shall propose the Project applying for subsidies from the Fund to the Commission for approval.**

**Article 12 When the Project has been approved, the Project proposer shall be able to affix the signature in Agreement for Applying for Receipt of Subsidy from the Fund within a period of 7 days as from the date of receipt of notification. In the event that the Project proposer is a public agency, the official letter can be used in lieu of the Agreement.**

**Article 13 The Project proposer shall operate the Projects as approved in accordance with the conditions, as follows:**

1. **Provide contents for public to know that the Project is “supported by the Cultural Promotion Fund,” together with the Department Emblem;**
2. **Report the Project-in-progress in line with the form as notified and determined by the Director-General;**
3. **Allow the Commission or the officers of the Department to visit or participate in the operation so as to follow up the Project-in-progress as appropriate;**
4. **Report the achievement in Project operation, summarizing the results as per the form as notified and determined by the Director-General in the form of printing documents and photographs, together with recording them in the CD or DVD for 3 sets;**
5. **Reciprocal operation under other conditions as the Commission thinks fit in Agreement for Applying for Receipt of Subsidy from the Fund.**

**Article 14 The Fund shall report the results of follow-up of the Project applying for subsidy from the Fund to the Commission.**

**Notified upon August 25, 2012**

**Lady Patama Leeswadtrakul**

**Chairperson of** **the Cultural Promotion Fund**

**--------------------------------------**

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**Manual for Application for Receipt of Sponsorship from the Cultural Promotion Fund**

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