

European Heritage Volunteers Partner Projects 2017



Application Form

European Heritage Volunteers Partner Projects can be carried out in the fields volunteering for heritage, heritage education or heritage promotion.

European Heritage Volunteers Partner Projects must fulfil certain criteria concerning both a high heritage linked quality and a well developed volunteering respectively educational approach.

European Heritage Volunteers Partner Projects are initiated by an organisation or institution based in a European country (referring to the definition of Europe of the Council of Europe) or by European Heritage Volunteers.

In case of projects initiated by an organisation or institution in a European country European Heritage Volunteers overtakes a mentorship for the projects. European Heritage Volunteers can support the concept development and provide remarks, experiences and best practise models. European Heritage Volunteers supports the Partner Projects with publication and promotion, with international networking, with monitoring and evaluation, and – if the partner wishes that – with the recruitment, the selection and the placement of international volunteers. Finally, European Heritage Volunteers Partner Projects are realised by the partner organisation or partner institution itself.

European Heritage Volunteers can support some of the Partner Projects with a – relatively small – financial contribution in order to enable the Partner Project and / or to strengthen its professional quality or to support its promotion.

Furthermore, European Heritage Volunteers supports the networking among the organisations and institutions taking part in the programme and the professional quality of the leaders by organising Networking Meetings, Seminars for Technical Leaders and other activities on European level.

The Partner Projects can use European Heritage Volunteers logo with the character “Partner Project”.

European Heritage Volunteers aims to focus on the quality of the Partner Projects and to avoid unnecessary administrative work. Therefore the following application will provide European Heritage Volunteers only the really necessary information about the project, and the information will be – in case the project will be accepted as European Heritage Volunteers Partner Project – later used for the promotion of the project. In case the applying organisation did already carry out the project in the previous year(s) as European Heritage Volunteers Partner Project only the information about the changes compared with the last participation needs to be provided.

Deadline for application is 15.02.2017, the decision which projects are accepted as Partner Projects will be published till 22.02.2017.

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Application Form

Project title

A. Main project objectives

Project type

- volunteering for heritage
- heritage education
- heritage promotion
- mixed *please explain*

Project location

name of the heritage site, country, region, town or village

Project location listed as heritage

- World Heritage
- other international level *please explain*
- national level
- regional level
- none

Character of the heritage site

- cultural heritage
- natural heritage
- cultural landscape
- intangible heritage
- other *please explain*

Main project focus

- cultural aspects of heritage
- natural aspects of heritage
- intangible aspects of heritage



B. Applying organisation or institution

Name of the organisation or institution

Type of organisation or institution

- non governmental organisation
 public authority
 educational institution
 foundation
 others *please explain*

Field(s) of activities of the organisation or institution

Please, explain. In case you will need more space, please, add attachment.

Address

Website

Year of foundation

Annual budget of the organisation / institution *approximately, average of the previous three years*

Does the organisation or institution have experience in the fields of

- volunteering for heritage
 heritage education
 heritage promotion

Please, explain. In case you will need more space, please, add attachment.

Contact person and function within the organisation or institution

Contact details *email-address, phone, skype*



C. Project Details

Planned project date

Alternative date or alternative time frame *if possible*

Main aim of the project

Main project activities

Please, describe the activities including their duration in days resp. the quantitative relation of different activities towards each other in %. In case you will need more space, please, add attachment.

Which heritage linked skills will be provided?



How the organisers plan to guarantee the heritage-linked professional quality of the project?

Responsible persons (project leaders) and their link to your organisation or institution, their qualification and / or professional experience

1. leaders of the heritage linked part of the project

necessary to be with the group during the whole time of the working or the educational part

2. leaders of the social / intercultural part of the project

necessary to be with the group during the whole time of the project

Project partners including their role in the project

Will the project be linked with other activities, campaigns or programmes?

no

yes *please explain*

Will the project be supported by public grants?

no

application foreseen, but not submitted yet *please explain*

application for grant submitted, but grant not confirmed yet *please explain*

grant confirmed *please explain*



D. Participants details

Expected number of participants

Please, count only those which will take part in the whole project

Expected number of international participants

Main target groups *countries of origin, qualification, professional background, age etc.*

Please, describe

Is there an (minimal / maximal) age limit for the participants?

no

YES please describe

Are there other limiting requirements for the participants?

no

YES please explain

How do you plan to recruit national participants?

Please, explain

How do you plan to recruit international participants?

You can choose more than one answer

direct applications to your organisation or institution

applications through European Heritage Volunteers

applications through other organisations you are cooperating with please explain

Do you charge participation fee from the participants?

no

YES please, specify the amount

Do other organisations with which you plan to cooperate in order to recruit participants charge sending fee or other fees from the participants?

no

YES please, specify the average amount

and the maximal amount

How you will undertake the selection of the participants?

Please, describe

Where the participants will be accommodated?

Please, describe



E. Networking of the project and cooperation with European Heritage Volunteers

Why do you apply with your project as a Partner Project of European Heritage Volunteers?

Please, describe

Which support you expect from European Heritage Volunteers?

You can choose more than one answer

- support during the development of the concept of the project
- support by publishing and promoting the project
- recruitment of international volunteers
- selection of the volunteers
- project visit
- financial support
- support during the evaluation of the project

Are you interested in networking with other organisations or institutions carrying out European Heritage Volunteers Partner Projects or similar projects?

What do you expect from this networking?

Please, explain

Will you be interested and able to send a representative of your organisation or institution or of your main project partner to the European Heritage Volunteers Networking Meeting in Germany?

The participation will be free of charge

- yes
- maybe *please explain*
- no

Would you need a financial support to your travel costs to enable your participation at the European Heritage Volunteers Networking Meeting?

- necessarily
- support would be helpful, but not necessarily
- no

Do you plan to continue / repeat / develop the project in the future?

- no
- yes
- yes, but in a modified form *please explain*



F. Attachments & Report

Following attachments should be added to this application to enable a decision about the project and to be used later for the promotion of the project:

- description of the heritage site (ca. ½ page; formulated text)
- description of the project (ca ½ page; formulated text; focus on heritage relevant aspects)
- one or more photos to be used as the main photo of the site (horizontal format; very good quality; min. 300 dpi)
- minimally five photos representing the site (preferably horizontal format, but not necessarily, good quality)

After the end of the project should be provided till November, 15th, 2017, to be used for the evaluation and promotion of the 2017 project cycle:

- short Evaluation Report (ca. three pages; file will be provided) to be used for the internal evaluation of the project at European Heritage Volunteers – focussing on the results and the general satisfaction with the project, on differences between the project plan and the project etc.
- actualised modification of the description of the project sent as attachment to the application (see above)
- Participants List (file will be provided)
- Evaluation Reports of the participants (file will be provided)
- minimally ten photos of the project activities focussing on the heritage linked aspects

If you want you can additionally provide following materials:

- film or video material about the site
- film or video material about the project
- film or video material about your organisation or institution
- other material about the site or the project which may be useful for promotion

In case you will have received financial support are to be provided:

- for (partial) travel reimbursement copies of the tickets and invoices
- for financial support the requested documents as defined in the annex “Conditions for financial support” you will receive with the project confirmation

G. Final remarks

Herewith, the undersigning person confirms that

- **s/he is allowed to sign the application on behalf of the above mentioned organisation or institution**
- **the information mentioned in the application form is correct**
- **the applying organisation or institution plans to carry out the project and will inform European Heritage Volunteers in case of unexpected changes**

Date

Name

Function

Signature & Stamp