



European Heritage Volunteers Programme 2024

European Heritage Training Courses & European Heritage Volunteers Projects

Proposal Form for Courses and Projects

European Heritage Training Courses are projects in the field of non-formal heritage education and heritage-linked volunteering that are initiated by European Heritage Volunteers itself or by an organisation or institution based in a European country (referring to the definition of Europe of the Council of Europe). In the frame of the European Heritage Training Courses participants from different European and Non-European countries contribute to the rescue, the conservation, the restoration and / or the revitalisation of a particular heritage site of international, national or regional importance having in the same time the opportunity to widen their heritage-linked knowledge and their heritage-linked skills.

European Heritage Volunteers Projects follow in general the same scheme, but since they include less educational activities providing less comprehensive heritage-linked knowledge as well their focus lies – in comparison to the European Heritage Training Courses – more on contributing to the conservation or restoration of the particular heritage site and in a smaller extent on providing heritage-linked education and training.

European Heritage Training Courses and European Heritage Volunteers Projects are required to fulfil certain criteria, in particular a **high-quality approach to the heritage-related activities** as well as certain **standards concerning educational activities**, intercultural exchange and group dynamics.

For the European Heritage Training Courses and the European Heritage Volunteers Projects which are not organised and implemented by European Heritage Volunteers itself but by another organisation or institution, European Heritage Volunteers **supports** their **conceptual development** by providing advice, sharing experience and models of best-practice **as well as** supports their **practical implementation** providing on-site visits and supporting with Group Coordinators and – if needed – Technical Instructors from the European Heritage Volunteers Network.

In addition, European Heritage Volunteers **supports** the Project Partners by **promoting** their training courses and projects by **linking** them to **European wide heritage-linked campaigns**, activities and events, by **recruiting and composing the groups of participants**, as well as by **providing networking opportunities, trainings** for Technical Instructors and Group Coordinators, **evaluation**, feedback and **follow-up activities**.

Finally, European Heritage Volunteers **might provide a financial support** to the particular Project Partner to enable the implementation a course or project, to strengthen its professional quality or to support its promotion on national, regional or local level.

The Project Partner is **allowed to use** for the promotion of the training course resp. volunteering project European Heritage Volunteers **logo adding the sentence “in collaboration with European Heritage Volunteers”**.

The deadline for proposals for courses and projects to be implemented in 2024 is January 19th, 2024.

The decision regarding which courses and projects will be part of the European Heritage Volunteers Programme 2024 will be undertaken until February 12th, 2024.

Project Proposal Form



A. Intention and expectations to apply for as a Project Partner of the European Heritage Volunteers Programme

Please, explain in detail why you apply for the European Heritage Volunteers Programme and what your organisation or institution expects from the participation in the programme.

B. Title of the Training Course resp. Volunteering Project

Please, choose a title which is not too long, but describes the content clear.

Orientate concerning structure and terminology at the titles of the courses and projects of the last years which you can find on www.heritagevolunteers.eu.



C. Main project objectives

Project type

- European Heritage Training Course
- European Heritage Volunteers Project

Focus of the project

You can tick several boxes

- documentation of heritage sites
- conservation and / or restoration of heritage sites or objects
- training of heritage-related skills
- other kinds of heritage education
- heritage-related research
- heritage interpretation
- others *please explain*

Location of the Training Course or Volunteering Project

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

Location of the Training Course or Volunteering Project listed as heritage

- international level *please explain*
- national level
- regional level
- none

Character of the heritage site

You can tick several boxes

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

Main aspects of the Training Course or Volunteering Project

You can tick several boxes.

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



D. Applying organisation or institution (Project Partner)

Name of the organisation or institution

Type of organisation or institution

- non-governmental organisation
- umbrella organisation or network of non-governmental organisations
- public authority
- public-authority-related structure *please explain*
- educational institution
- research institution
- private enterprise
- others *please explain*

Field(s) of activities of the organisation or institution

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

- heritage conservation or restoration
- heritage education
- awareness rising for heritage

Contact person and function within the organisation or institution

Contact details *email-address, phone, Skype name*



E. Details of the Training Course or Volunteering Project

Preferred date of your project or course

Please, refer to the overall rhythm of the European Heritage Volunteers Programme 2024 and choose time slots from July to December in the rhythm 30./31., 32./33., 34./35., 36./37., 38./39., 40./41. calendar weeks or any two-week slots from 46. calendar week onwards. Please note that the 44. and 45. calendar weeks will not be available due to the European Heritage Volunteers Project Partner Meeting and the annual conference.

Alternative dates or alternative time frames

Please, add at least two additional time slots in the order of your preference following the aforementioned rhythm.

Main aim of the course or project

Please, summarise the main aim of the course or project combining the outcome for your heritage site, yourself as Project Partner, for the participants and possibly for other target group(s).

Main activities of the course or project

Please, describe the activities including their duration in days resp. the quantitative relation of different activities towards each other in %

Which heritage-linked skills will be provided?



How the organisers plan to guarantee the heritage-related professional quality of the course or project?

Technical Instructors – responsible for the heritage-related part of the course or project

(necessary to be with the group during the whole time of the working time, but not necessary to be with the group during the spare time)

- both Technical Instructors will be provided by the Project Partner *(preferred)*
- one Technical Instructor will be provided by the Project Partner, and one shall be provided by European Heritage Volunteers *(possible)*
- both Technical Instructors shall be provided by European Heritage Volunteers *(in exceptional cases)*

Qualification and / or professional experience of the Technical Instructors as well as their – structural and financial – connection to the Project Partner in case that one or both Technical Instructors will be provided by the Project Partner

Please note that either previous experience as Technical Instructor within the European Heritage Volunteers Programme, either the participation at a previous Project Partners Meeting or the participation at the on-site preparation meeting which will take place between February and June 2024 is a mandatory condition to be accepted as Technical Instructor.

Requested qualification and / or professional experience in case that one or both Technical Instructors shall be provided by European Heritage Volunteers

Group Coordinators – responsible for the social and intercultural aspects of the course or project and the on-site communication between European Heritage Volunteers, the Project Partner and the participants

(necessary to be with the group during the whole time of the course or project including during the spare time) Please note that the Group Coordinators provided by European Heritage Volunteers receive an allowance of 250 € per course / project and that an allowance which possibly would be provided by the Project Partner to Group Coordinators provided by the Project Partner should not exceed this amount)

- both Group Coordinators shall be provided by European Heritage Volunteers *(preferred)*
- one Group Coordinator will be provided by the Project Partner and one shall be provided by European Heritage Volunteers *(possible)*
- both Group Coordinators will be provided by the Project Partner *(in exceptional cases)*



Experience of the Group Coordinator(s) as well as link to your organisation / institution in case that one or both Group Coordinator(s) will be provided by your organisation / institution

Please note that either previous experience as Group Coordinator within the European Heritage Volunteers Programme, either the participation in the Group Coordinators Training Seminar which is foreseen for the date July, 15th (arrival) till July, 19th (departure), 2024 near Berlin / Germany is a mandatory condition to be accepted as Group Coordinator.

Other organisations / institutions essentially involved in the implementation of the course or project

Please name organisations / institutions which are essential for the implementation of the planned course or project and describe in detail their planned involvement. Please note, that there is no need to involve beside your own organisation / institution additional organisations / institutions in essential roles in a course or project. In case you plan to do so, please note that usually there should be in addition to your own organisation / institution no more than two organisations / institutions involved in the implementation of a course or project in essential function. Please note that organisations / institutions only providing financial support and do beside that not contribute to the implementation of the course or project should not be inserted in this field.

Other organisations / institutions additionally involved in the course or project

Please name organisations / institutions which will contribute to the course or project beside the aforementioned ones and describe their planned involvement.

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

- no
- yes please explain



Will the course or project be supported by public grants or funds?

- grant or fund confirmed *Please name the institution providing the grant / fund, the name of the programme and the expected amount.*

- application for grant or fund submitted, but grant not confirmed yet *Please name the institution providing the grant / fund, the name of the programme and the expected amount.*

- application foreseen, but not submitted yet *Please name the institution providing the grant / fund, the name of the programme and the expected amount.*

- no

Will the course or project be supported by private funds?

- private funds confirmed *Please name the institution, organisation, enterprise or person providing the private funds, the name of the programme and the expected amount.*

- application for private funds submitted, but not confirmed yet *Please name the institution, organisation, enterprise or person providing the private funds, the name of the programme and the expected amount.*

- application foreseen, but not submitted yet *Please name the institution, organisation, enterprise or person providing the private funds, the name of the programme and the expected amount.*

- no

F. Logistical aspects

Accommodation

Please, describe the accommodation facilities for the participants, including the location, sleeping situation, the availability of leisure areas, showers with / without hot water, internet availability, space for working meetings, availability of sheets and bed coverings, availability of a common kitchen and bathrooms.



How will the catering for the participants be organised?

- self-catering
- mostly self-catering / one meal per day will be provided
- all meals will be provided

Please explain in detail. In case of the second option, which meal will be provided?

For both second or third options, please clarify who will provide the meals. Where would the meals be served?

What is the approximate walking distance between the place where the meals are served and the working site / accommodation?

Local transport

Is the working site in walking distance of the accommodation?

- yes
- no

In case the accommodation is not in walking distance from the working site, how will the transport be organised?

- bicycles will be provided by the Project Partner
- a shuttle will be provided by the Project Partner
- public transport will be used and the tickets provided by the Project Partner

Insurance

Will you be able to provide insurance for the international participants?

Health insurance

- yes, for free
- yes, but fees must be paid by the participants
- not

Accident insurance

- yes, for free
- yes, but fees must be paid by the participants
- not

Liability Insurance

- yes, for free
- yes, but fees must be paid by the participants
- not



G. Participants details

Planned number of participants in total

Please, count only those which will take part in the whole course or project. Include the Group Coordinators, but not the Technical Instructors, neither the representatives of your organisation / institutions or other persons.

Planned number of international participants

Please, count only those which will take part in the whole course or project. Include the Group Coordinators, but not the Technical Instructors, representatives of your organisation / institutions or other persons. Please note that participants will be counted as national or international participants not in accordance to their formal citizenship or to ethnic criteria, but depending of the aspect of the familiarisation with the country of the course or project. Usually, a participant living more than five years in the country where the course or project takes place will be understood as a national participant.

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

Would you prefer to set a (minimal / maximal) age limit for the participants?

no

yes please describe

Are there other limiting requirements for the participants?

no

yes please explain

How the national participants will be recruited?

Please note that all international participants will be recruited by European Heritage Volunteers.

by European Heritage Volunteers

by your organisation / institution

in another way please, explain how

In case of the national participants not being recruited by European Heritage Volunteers, will there be a participation fee charged to them?

no

yes please, specify the amount

In case of the national participants not being selected by European Heritage Volunteers, how will this process be carried out?

Please describe.

H. Collaboration within the European Heritage Volunteers Network



Are you interested in networking with other organisations or institutions carrying out courses and projects in the frame of the European Heritage Volunteers Programme? 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 another organisation / institution essentially involved in the planned course or project to the annual European Heritage Volunteers Project Partners Meeting?

The Project Partners Meeting and the related conference will take place from November 2nd (arrival) to November 7th (departure) 2024 in Germany.

The exact date and place will be specified in March 2024.

The participation will be free of charge.

- yes
- no
- maybe

in this last case, please explain

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

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

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

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



I. Financial aspects

Is your organisation / institution able financially to support the European Heritage Volunteers Programme as a whole?

Please note that such contribution does not concern the project or course you propose to carry out within the European Heritage Volunteers Programme by filling this form, but that such contribution is used to support projects and courses in economically less wealthy countries.

- yes, in 2024 please, specify the amount
- yes, but not in 2024
please, specify the year and the amount
- maybe
in this last case, please explain
- no

Will your organisation or institution be able to host an event of the European Heritage Volunteers Network?

Training Seminar for Technical Instructors 2024 (May or June 2024)

- yes
 maybe
 no

If you have remarks, please, insert them here.

Project Partners Meeting and Conference for 2025 (foreseen for October or November 2025)

- yes
 maybe
 no

If you have remarks, please, insert them here.

Training Seminar for Technical Instructors in 2025 (foreseen for May or June 2025)

- yes
 maybe
 no

If you have remarks, please, insert them here.

Project Partners Meeting and Conference for 2026 (foreseen for October or November 2026)

- yes
 maybe
 no

If you have remarks, please, insert them here.



Will you need basic financial support to implement your course or project?

Please note that the basic financial support is eligible for non-governmental organisations, in exceptional cases also for public institutions, based in economically less wealthy countries. Project Partners based in economically less wealthy countries but working on the base of permanent cooperation agreements with institutions or organisations in wealthy countries (intergovernmental agreements, permanent fundings etc.) are counted as they would be based in wealthy countries.

The basic support for a European Heritage Training Course in 2024 will be 600 € plus 2 € per participant a day (arrival and departure days counted together as one day). The basic support for a European Heritage Volunteers Project in 2024 will be 400 € plus 2 € per participant and day (arrival and departure days counted together as one day).

- yes, as stated above
 maybe

in this last case, please specify and explain

- no

Will you need additional financial support to implement your course or project?

Please note that additional financial support is eligible only for courses and projects in economically less wealthy countries and only in exceptional cases as a high state of endangerdness of the particular heritage site or other exceptional aspects.

- yes please, specify the amount

- maybe please, specify the amount

- no

Please explain in detail why the additional financial support is needed and what it shall be used for.

J. Compliance and transparency regulations

The European Heritage Volunteers Programme is **based on a high level of voluntary engagement** on the side of all involved entities and persons: the participants, the Group Coordinators, in most of the cases also the Technical Instructors, the representatives of the Project Partners and other involved organisations or institutions as well as the representatives of European Heritage Volunteers.

In addition, the European Heritage Volunteers Programme is **based on a high level of collaboration and solidarity** between organisations and institutions in wealthier and in less wealthy countries as well as between the public sector and the civil society sector.



Organisations and institutions applying for the European Heritage Volunteers Programme should take this approach in account and **contribute as much as it will be possible for them to the overall aims of the European Heritage Volunteers Programme**: to preserve the cultural heritage all over Europe and to provide for young heritage professionals and students of heritage-related fields opportunities to engage for cultural heritage and to obtain heritage-related education, experiences, and skills.

The European Heritage Volunteers Programme aims to **cover in first line real expenses** linked with the course or project (as costs for accommodation, food, the excursion, tools, materials etc.), **before** (except the comparably small allowance for Group Coordinators) **covering any personal costs**.

In particular, the European Heritage Volunteers Programme should primarily not aim to provide the livelihood for representatives of the Project Partner or for persons linked with the Project Partner, neither to generate income for the Project Partner as an organisation or institution.

Technical Instructors who are **provided or engaged by the Project Partner** should in no case receive an **allowance** which is higher than the usual payment for comparable tasks in the particular country; in opposite it would be appreciated if also the Technical Instructors would engage – partly or completely – on voluntary base. This approach is not in contradiction to the professionalism of the heritage-related works and of the educational activities since the two-weeks duration of a European Heritage Training Course or a European Heritage Volunteers Project enables voluntary engagement similarly as the participants contributing voluntarily to the rescue, conservation or restoration of a heritage site. Often, the Technical Instructors are anyway employed staff of the Project Partner and dedicate two weeks of their work to the European Heritage Volunteers Programme. In other cases, they are employed at other organisations and institutions who provide them for the time of the course or project to the project Partner.

Technical Instructors provided by European Heritage Volunteers itself usually receive beside the reimbursement of their travel costs or only a small allowance for their engagement.

The **financial support provided by European Heritage Volunteers to the Project Partner** should be used to cover costs of the course or project, but they should in no case be used directly or indirectly to cover costs for staff of the Project Partner or for persons linked with the Project Partner. In case it is agreed beforehand between European Heritage Volunteers and the Project Partner and it is needed to guarantee the heritage-related professional quality of the course or project the financial support can be used to provide a moderate allowance to the Technical Instructors.

The **Project Partner is free to include** a European Heritage Training Course or a European Heritage Volunteers Project **in an already approved funded project** or **to apply for funds** specifically for the European Heritage Training Course or European Heritage Volunteers Project.

If doing so, following conditions have to be fulfilled:

- In the application for funds the project or course must be clearly stated as European Heritage Training Course or European Heritage Volunteers Project. Additional subtitles for a course or project might be needed to be in line with the particular funding scheme, but they have to be agreed **beforehand** with European Heritage Volunteers.
- In the application for funds the collaboration with European Heritage Volunteers must be clearly stated.



- Allowance for representatives of the Project Partner or for persons linked with the Project Partner linked to the preparation or implementation of the course or project and covered from funds for which the Project Partner applied independently of the European Heritage Volunteers Programme as stated above should not exceed 800 € per course or project.
- Administrative costs for the Project Partner should not exceed 400 € per course or project.
- Costs for Group Coordinators provided by the Project Partner should not exceed 250 € per course or project.
- Costs for Technical Instructors should not be higher than the usual payment / allowance for comparable task in the particular country.
- Travel costs for representatives of the Project Partner, Technical Instructors and Group Coordinators to the project or course as well as to preparation meetings on the site can be included; travel costs for the Group Coordinators to the Group Coordinators Seminar and for representatives of the Project Partner to the Project Partners Meeting can be included.
- The application for funds as well as the approval or rejection for funds and the final budget including the final report must be provided within two weeks after the documents will be sent or received by the Project Partner to European Heritage Volunteers.

In case that the Project Partner sees due to objective reasons or in order to implement the course or project best possible the need to adapt one or the other aforementioned regulations and conditions this is not excluded. In this case the Project Partner is obliged **beforehand** to contact European Heritage Volunteers and to explain the situation.

In case that a solution will be found that will differ from the aforementioned regulations and conditions, this will be fixed in an agreement between European Heritage Volunteers and the Project Partner. In addition, for reasons of transparency the other Project Partners will be informed about the adapted regulations during the next Project Partners Meeting.

K. Attachments

Following attachments should be added to this proposal form for course or project to enable a decision about the course or project, and to be used later for the promotion of the course or project:

- description of the heritage site (ca. ½ page; formulated text; no bullet points)
- description of the course or project (ca ½ page; formulated text; no bullet points; focus on heritage relevant aspects)
- three photos to be used as main photos promoting the site (horizontal format; very good quality; min. 300 dpi)
- minimally five photos representing the site (preferably horizontal format)



L. 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 proposal form is correct
- s/he has carefully read the Compliance and transparency regulations and will personally guarantee that they will be followed
- the applying organisation or institution will inform European Heritage Volunteers in case of any changes in comparison with the information provided in this proposal form

Date

Name

Function

Signature & Stamp