



European Heritage Volunteers Programme

European Heritage Volunteers Partner Projects & European Heritage Training Courses 2021

Application form for organisers

European Heritage Volunteers Partner Projects are projects in the field of heritage-linked volunteering that are initiated 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 Volunteers Partner Projects volunteers from different European and Non-European countries contribute by their practical work 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 Training Courses – as far as they are not organised by European Heritage Volunteers itself – follow in general the same scheme, but since they include also preparatory educational activities providing basic heritage-linked knowledge and skills in the particular field their focus lies – in comparison to the European Heritage Volunteers Partner Projects – more on providing heritage linked knowledge and skills and in a smaller extent on contributing to the conservation of the particular heritage site.

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

European Heritage Volunteers provides **mentorship** to the European Heritage Volunteers Partner Projects and the European Heritage Training Courses and supports their conceptual development, providing advice and models of best-practice.

In addition, European Heritage Volunteers **supports** the Project Partners by **promoting** their projects and training courses by **linking** them to **European wide heritage-linked campaigns**, activities and events, by recruiting international volunteers, as well as by **providing networking opportunities, trainings** for work 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 to the Partner Project or the Training Course, to strengthen its professional quality or to support its promotion on local, regional or national level.

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

The deadline for application is January, 31st, 2021.

The decision which projects are accepted will be published till February, 8th, 2021.



Application Form

Project title

A. Main project objectives

Project type

- European Heritage Volunteers Partner Project
- European Heritage Training Course

Focus of the project

- heritage conservation or restoration
- heritage documentation
- heritage education
- heritage promotion
- mixed *please explain*

Project location

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

Project location listed as heritage

- 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 aspects of the project

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



B. Applying organisation or institution (Project Partner)

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

If the information you provide is not completely visible in the box without scrolling, 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

- heritage conservation or restoration
- heritage education
- heritage promotion

If the information you provide is not completely visible in the box without scrolling, please, add attachment.

Contact person and function within the organisation or institution

Contact details *email-address, phone, skype*



C. Project Details

Preferred project date

Please, refer to the overall rhythm of the European Heritage Volunteers Programme 2021 and choose from July onwards time slots 29./30. calendar week, 31./32. calendar week, 33./34. calendar week etc.

Alternative dates or alternative time frames *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 %.

If the information you provide is not completely visible in the box without scrolling, 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

1. leaders of the heritage linked part of the project (technical instructors)

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

- both technical instructors will be provided by the Project Partner.
- one technical instructor will be provided by the Project Partner and one shall be provided by European Heritage Volunteers.
- both technical instructors shall be provided by European Heritage Volunteers.

Qualification and / or professional experience of the technical instructors as well as link to your organisation / institution in case that one or both technical instructors will be provided by your organisation / institution.

Please note that either previous experience as technical instructor within the European Heritage Volunteers Programme, either the participation at the on-site preparation meeting which usually takes place between March and June, either the participation at the Project Partners Meeting which is foreseen for the date May, 3rd (arrival) till May, 8th (departure) 2021 in Görlitz / Germany 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.

2. leaders of the social / intercultural part of the project (group coordinators)

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

- both group coordinators will be provided by the Project Partner
- one group coordinator will be provided by the Project Partner and one shall be provided by European Heritage Volunteers
- both group coordinator shall be provided by European Heritage Volunteers

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, 13th (arrival) till July, 17th (departure), 2021 near Berlin / Germany is a mandatory condition to be accepted as group coordinator.



**Other partner organisations / institutions
and their role in the partner project / training course**

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. 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

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

E. Participants details

Planned number of participants

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

Planned 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. Also please, note that the international participants will be recruited by European Heritage Volunteers.

Do you charge participation fee from the national participants?

- no
 YES please, specify the amount

How you will undertake the selection of the national participants?

Please describe. Also please, note that the international participants will be selected by European Heritage Volunteers.

F. Collaboration with European Heritage Volunteers and networking of the project

Why do you apply with your project in the frame of the European Heritage Volunteers Programme?

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 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 other main partner organisations / institutions to the annual European Heritage Volunteers Project Partners Meeting?

May 3rd till May 8th, 2021 in Görlitz / Germany (*postponed due to Covid19 from 2020*)

The participation will be free of charge

- yes
- no
- maybe

in this last case, please explain

End of October resp. beginning of November 2021 in a Balkan country

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?

May 3rd till May 8th, 2021 in Görlitz / Germany (*postponed due to Covid19 from 2020*)

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

End of October resp. beginning of November 2021 in a Balkan country

- 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*

G. Financial Aspects

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

Please note that this counts mostly for Project Partners based in Northern and Western Europe (EU 15 countries) and that such support is used to support projects and training courses in economically less wealthy countries.

- yes
- no
- maybe

in this last case, please explain

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

Please note that the basic financial support is eligible mostly for non-governmental organisations 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 Volunteers Partner Project in 2021 will be 300 € plus 2 € per participant and day (arrival and departure days counted together as one day). The basic support for a European Heritage Training Course will be 500 € plus 2 € per participant and day (arrival and departure days counted together as one day).

- yes
- no
- maybe

in this last case, please explain

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

Please note that additional financial support is eligible only for projects and training courses in economically less wealthy countries (usually outside European Union) and only in exceptional cases as a high state of endangerness of the particular heritage site.

- yes
- no
- maybe



Which amount of additional support (in Euro) will you need beside the basic support in order to implement the project / training course?

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

H. Attachments

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)

I. 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