



# European Heritage Volunteers Programme

## European Heritage Volunteers Projects & European Heritage Training Courses 2022

### Project Proposal Form for Organisers

**European Heritage Volunteers 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 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 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 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 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 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 a project or 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 adding the sentence “in collaboration with European Heritage Volunteers”**.

**The deadline for application for projects and courses in March or April 2022 will be December, 24<sup>th</sup>, 2021, and for projects and courses from July to December 2022 will be January, 15<sup>th</sup>, 2022.**

**The decision regarding which projects and courses will be part of the European Heritage Volunteers Programme 2022 will be undertaken for projects and courses planned for March or April 2022 till January, 15<sup>th</sup>, 2022, and for projects and courses from July to December 2022 till February, 10<sup>th</sup>, 2022.**

# 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. Project title

*Please, choose a title which is not too long, but describes the content clear.  
Orientate concerning structure and terminology at the titles of the projects and courses of the last years.*



## C. Main project objectives

### Project type

- ☐ European Heritage Volunteers Project
- ☐ European Heritage Training Course

### 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*

### 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

*You can tick several boxes*

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

### Main aspects of the 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
- ☐ 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
- ☐ heritage promotion

**Contact person and function within the organisation or institution**

**Contact details** *email-address, phone, skype*



## E. Project Details

### Preferred date of your project or course

*Please, refer to the overall rhythm of the European Heritage Volunteers Programme 2022*

*and choose for the spring programme the time slots 12./13. calendar weeks, 14./15. calendar weeks or 16./17. calendar weeks and for the summer & autumn programme time slots from July to November in the rhythm 29./30., 31./32., 33./34. calendar weeks and so on. Please note that the time slot 41./42. 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.*

### Main aim of the project or course

*Please, summarise the main aim of the project or course 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 project or course

*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 project or course?**

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

*(necessary to be with the group during the whole time of the working time)*

- ☐ 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 2022, or the participation at a Project Partners Meeting 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 project or course 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 project or course)*

- ☐ 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 which is foreseen for the date July, 11<sup>th</sup> (arrival) till July, 15<sup>th</sup> (departure), 2022 near Berlin / Germany is a mandatory condition to be accepted as Group Coordinator.*



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

*Please name organisations / institutions which are essential for the implementation of the planned project or/ course 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 project or course. 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 project or course in essential function. Please note that organisations / institutions only providing financial support and do beside that not contribute to the implementation of the project or course should not be inserted in this field.*

### Other organisations / institutions additionally involved in the project or course

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

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

- ☐ no  
☐ yes please explain

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

- ☐ no  
☐ application foreseen, but not submitted yet *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.*

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



### Will the project be supported by private funds?

- ☐ no
- ☐ application foreseen, but not submitted yet *Please name the institution 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 providing the private funds, the name of the programme and the expected amount.*

- ☐ private funds confirmed *Please name the institution providing the private funds, the name of the programme and the expected amount.*

## 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

Please, count only those which will take part in the whole project or course. Include the Group Coordinators, but not the Technical Instructors, representatives of your organisation / institutions or other persons.

### Planned number of international participants (

Please, count only those which will take part in the whole project or course. 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 ethnic criteria, but depending of the aspect of the familiarisation with the country of the projector course. Usually, we will understand a participant living more than five years in the country where the project or course takes place 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 projects and courses 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 project or course to the annual European Heritage Volunteers Project Partners Meeting?**

*October, 14th (arrival) till October, 20th (departure), 2022, in Mauerbach near Vienna / Austria  
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 project or course 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?

*Please note that such support is used to support projects and courses in economically less wealthy countries.*

- ☐ yes, in 2022 please, specify the amount
- ☐ yes, but not in 2022 please, specify 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 in 2023 (foreseen for May or June 2023)

- ☐ yes  
☐ maybe  
☐ no

*If you have remarks, please, insert them here.*

Project Partners Meeting and Conference for 2023 (foreseen for October or November 2023)

- ☐ yes  
☐ maybe  
☐ no

*If you have remarks, please, insert them here.*

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

- ☐ yes  
☐ maybe  
☐ no

*If you have remarks, please, insert them here.*

Project Partners Meeting and Conference for 2024 (foreseen for October or November 2024)

- ☐ yes  
☐ maybe  
☐ no

*If you have remarks, please, insert them here.*



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

*Please note that the basic financial support is eligible mostly 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 Volunteers Project in 2022 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 in 2022 will be 500 € plus 2 € per participant a 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 project or course?

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

☐ 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. Attachments

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

- description of the heritage site (ca. ½ page; formulated text)
- description of the project or course (ca ½ page; formulated text; focus on heritage relevant aspects)
- three photos to be used as main photo of the site (horizontal format; very good quality; min. 300 dpi)
- minimally five photos representing the site (preferably horizontal format)

## K. 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 or course and will inform European Heritage Volunteers in case of unexpected changes

Date

Name

Function

Signature & Stamp