



European Heritage Volunteers Programme

European Heritage Volunteers Partner Projects & European Heritage Training Courses 2018

Application form for organisers

European Heritage Volunteers Partner Projects are projects in the field of heritage-related 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 **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 provides a **financial support** to the Project Partners in order to enable 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 the character “Partner Project”**.

The **deadline for application is January, 31st, 2018**.

The **decision which projects are accepted will be published till February, 15th, 2018**.



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

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

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 %.

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 (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 (work instructors)

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 (group coordinators)

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

applications through European Heritage Volunteers

direct applications to your organisation or institution

applications through other organisations you are cooperating with *please explain*

Do you charge participation fee from the national participants?

no

YES *please, specify the amount*

In case you plan to recruit participants through other organisations, do they charge sending fee or other fee 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 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 of your main project partner to the European Heritage Volunteers Coordinators' 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 Coordinators' 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 October, 8th, 2018, to be used for the evaluation and promotion of the 2018 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