European Heritage Volunteers Programme 2027

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 thus less comprehensive heritage-linked knowledge 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 fulfill 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** the training courses and volunteering 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 2027 is January 20th, 2027. Earlier submission of proposals is appreciated.

The decision which courses and projects will be part of the European Heritage Volunteers Programme 2027 will be undertaken until February 18th, 2027.

Project Proposal Form for Courses and Projects

We kindly ask you to answer all questions, keeping your responses concise and within the space provided.

Please do not exceed the allocated space for your written responses, as any text extending beyond the designated areas may be lost when the document is printed.

If you wish to provide additional information and the space available is insufficient, please include it in a separate Word document as an attachment.

A. Intention and expectations to apply as a Project Partner of the European Heritage Volunteers Programme 2027

Please, explain in detail why you apply for the European Heritage Volunteers Programme 2027 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 clearly.
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 objectives of the course or project

Type

☐ European Heritage Training Course
☐ European Heritage Volunteers Project

Focus of the course or project
You can tick several boxes

☐ conservation and / or restoration of heritage sites
☐ documentation and / or research of heritage sites
☐ heritage interpretation
☐ training of heritage-related skills
☐ other kinds of heritage education
☐ 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

☐ on international level *please explain*
☐ on national level
☐ on regional level
☐ none

Character of the heritage site
You can tick several boxes

☐ cultural heritage
☐ cultural landscape
☐ natural heritage
☐ 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
- ☐ non-profit foundation
- ☐ umbrella organisation or network of non-governmental organisations
- ☐ public authority
- ☐ public-authority-related structure *please explain*
- ☐ educational institution
- ☐ research institution
- ☐ private foundation
- ☐ 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*

E. Details of the Training Course or Volunteering Project

Preferred date of your course or project

Please, refer to the overall rhythm of the European Heritage Volunteers Programme 2027 and choose time slots from July to December in the rhythm 29./30., 31./32., 33./34., 35./36., 37./38., 39./40., 41./42. calendar weeks.

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, your organisation or institution as Project Partner, for the participants and possibly for other target group(s).

Main practical activities of the course or project

Please describe the practical activities, specifying their duration in days and/or the percentage distribution of time allocated to each activity.
Please use this section exclusively to describe practical work activities. Do not include educational activities that take place after the practical work. Please note the daily working hours for practical activities take place from Monday to Friday. Training Courses involve 7 hours of practical activities per day while Volunteering Projects involve 6 hours per day.

Which heritage-linked skills will be provided to the participants?

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

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

(necessary to be with the group during the whole working time, but not necessary to be with the group during the spare 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 *(in exceptional cases)*
- ☐ one Technical Instructor will be sufficient and will be provided by the Project Partner *(please explain)*

Qualification and / or professional experience of the Technical Instructor(s) 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 previous experience as Technical Instructor within the European Heritage Volunteers Programme or the participation at the on-site preparation meeting which will take place between January and June 2027 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 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)*
- ☐ one Group Coordinator will be sufficient *(please explain)*

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 the previous experience as Group Coordinator within the European Heritage Volunteers Programme, or the participation in the Group Coordinators Training Seminar which is foreseen for the date July, 12th (arrival) till July, 16th (departure), 2027 in 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 areas, availability of sheets and bed coverings, showers with / without hot water, availability of a common kitchen and bathrooms, space for working meetings with or without video projector, internet availability, the availability of leisure areas.

How will the catering for the participants be organised?
Please describe the planned arrangements in sufficient detail to ensure that the management of groceries are clearly defined.

☐ self-catering (groceries paid by the Project Partner)
Please explain how Group Coordinators (GCs) will obtain their groceries.
Are shops available within walking distance, allowing the Group Coordinators to do the shopping on their own?
If no shops are available within walking distance, can a representative of the Project Partner provide transport approx. every second day so that the Group Coordinators can do their shopping?
Alternatively, can the Group Coordinators provide the Project Partner with a shopping list, based on which the Project Partner arranges and delivers the groceries? Are there any other arrangements or alternatives?

Please explain how the costs of groceries will be reimbursed.
Will the Project Partner provide the Group Coordinators with an initial amount of money at the beginning of the course or project to cover grocery shopping, with a final financial balance carried out at the end?
Alternatively, will the Group Coordinators receive a daily or weekly budget, with receipts / invoices submitted to the Project Partner for reimbursement or accounting purposes? Are there any other financial arrangements foreseen?

☐ combination of self-catering and provided meals
Please explain which meals will be provided? 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? Please refer to the above-mentioned questions and explain the self-catering option in detail.

☐ all meals will be provided
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

Please specify the distance in kilometers in both cases.

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

- ☐ a shuttle will be provided by the Project Partner
- ☐ public transport will be used and the tickets provided by the Project Partner
- ☐ bicycles will be 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
- ☐ no

Accident insurance

- ☐ yes, for free
- ☐ yes, but fees must be paid by the participants
- ☐ no

Liability Insurance

- ☐ yes, for free
- ☐ yes, but fees must be paid by the participants
- ☐ no

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 national 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, how will this process be carried out?

Please describe.

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*

H. Collaboration within the European Heritage Volunteers Network

Are you interested in networking with other organisations and 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 biannual European Heritage Volunteers Project Partners Meeting in 2028?

The next Project Partners Meeting and the related conference will take place in spring 2028. The location will be specified until the end of 2027.
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*

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

Project Partners Meeting and Conference in spring 2028

- ☐ yes
- ☐ maybe
- ☐ no

If you have remarks, please, insert them here.

Training Seminar for Technical Instructors in spring / early summer 2028

- ☐ yes
- ☐ maybe
- ☐ no

If you have remarks, please, insert them here.

I. Financial aspects

The European Heritage Volunteers Programme unites large institutions, medium-size organisations, and small initiatives around the shared commitment to European cultural heritage.

The Programme aims at strengthening civil society by supporting the involvement of non-governmental organisations. Rooted in values of solidarity, the Programme considers the diverse economic conditions in the different countries across the European cultural space.

In result, larger institutions from wealthier countries contribute financially to the European Heritage Volunteers Programme, allowing smaller organisations in less affluent countries to receive financial support for the training courses and volunteering projects they implement within the framework of the European Heritage Volunteers Programme. The table defining the exact amount of the financial contributions to the Programme and the financial support received from the Programme is annually updated.

This solidarity system is crucial for enabling many European Heritage Training Courses and European Heritage Volunteers Projects to be implemented in countries which are not member states of the European Union as well as to involve smaller, non-governmental organisations and initiatives, in the Programme.

For details concerning the financial contributions and the financial support for 2027, please, refer to the annex attached to this form.

Is your organisation / institution able to pay the contribution as stated in the annex "Financial contributions & financial support 2027"?

- ☐ yes, the full amount stated in the annex
- ☐ yes, but only a part of the amount
  please specify the amount
- ☐ no
  please explain

Is your organisation / institution able financially to support the European Heritage Volunteers Programme beyond the contribution stated in the annex "Financial contributions & financial support 2027"?
Please note that such contribution is used to support courses and projects in economically less wealthy countries.

- ☐ yes, in 2027 *please, specify the amount*
- ☐ yes, but not in 2027
  please, specify the year and the amount
- ☐ maybe
  in this last case, please explain
- ☐ no

Will your organisation / institution need the financial support as stated in the annex "Financial contributions & financial support 2027"?

☐ yes, we will need the full amount stated in the annex

☐ no, but we will need a part of the amount
in this last case, please specify the amount and explain

☐ no

Will you need exceptional financial support to implement your course or project?
Please note that exceptional financial support is eligible only for courses and projects in economically less wealthy countries and only in exceptional cases as a high state of endangeredness 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 European cultural heritage 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, excursions, 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 or they are asking their employer for unpaid leave from their work.

Technical Instructors provided by European Heritage Volunteers itself usually receive, in addition to the reimbursement of their travel costs, little or no 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 course or project 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 carrying out tasks related 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 covered from funds for which the Project Partner applied independently of the European Heritage Volunteers Programme as stated above 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 be moderate and in no case 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 in applications for funds as well as travel costs for representatives of the Project Partner to the Project Partners Meeting and for the Group Coordinators to the Group Coordinators Seminar 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 to the institution providing the funds 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)
- optimally eight to ten photos representing the site (preferably horizontal format; very good quality; min. 300 dpi)

Please note that the completed Proposal Form should be send as attachment to an email, together with the two requested texts in Word format. The requested photographs shall be sent either as email attachments or via WeTransfer or SwissTransfer.

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