

To be completed by the Foundation EVZ

Received:

Ref:

MEET UP! German-Ukrainian Youth Encounters

A funding programme of the Foundation "Remembrance, Responsibility and Future"

Application for Projects in 2017

Please use this **application form** only for your project application. Please provide a **short and concise** answer to each question, and avoid repetition. Please orient the length of your responses to the size of the text field.

Please sign the form and send the original (by post, fax or email) as soon as possible, but by 11 December 2016 at the latest, to:

Foundation "Remembrance, Responsibility and Future"
Meet up! German-Ukrainian youth encounters
Ms Evelyn Scheer
Lindenstrasse 20-25
D-10969 Berlin
meetup@stiftung-evz.de
Fax: +49 (0) 30 25 92 97-11

Even if you have sent the application by fax or email (scanned), **please send a signed original copy by post** to the address listed above.

1. PROJECT NAME

2. BRIEF DESCRIPTION OF THE PROJECT

Please **briefly describe in 3-5 sentences** which content and questions your project will address, and what product will result from the project work.

3. PROJECT FINANCING

Total costs	<input type="text"/>	Euro
Applied for from the Foundation	<input type="text"/>	Euro
Own funds or participant contributions	<input type="text"/>	Euro
Third-party funds	<input type="text"/>	Euro

4. INFORMATION ON THE PROJECT PARTNERSHIP

4.1 Applicant (from Germany or Ukraine)

Details of the main contact person in the project who, as grant recipient, accepts responsibility for managing the funding if the project is approved.

► Name of institution

► Main area of work, tasks and objectives of the institution

(For extracurricular organisations: please also send statute and documentation of charitable status)

► How many educational staff does the institution have?

► What audiences take advantage of the organisation's educational offerings?

► Street, house no.

► Post code

► Town/city:

► Country

► Phone

► Fax

► Email address of the institution

► Website of the institution

► Head of the institution/legal representative/applicant (Please specify the exact title, for example director, general manager, chairman/chairwoman and attach the statutes or documents that set out the rules on legal representation)

► Name of main contact person for the project (Please name only one person for the communications with the Foundation EVZ)

► Position of contact person

► Phone no. of contact person

► Email address of contact person

4.2 Project partner from Germany or Ukraine (obligatory)

- Name of institution

- Main area of work/Organisational profile
(For extracurricular organisations: please also send statute and documentation of charitable status)

- Street, house no.

- Post code ► Town/city: ► Country

- Phone ► Fax

- Email address of the institution

- Website of the institution

- Head of the institution/legal representative/applicant (Please specify the exact title, for example director, general manager, chairman/chairwoman and attach the statutes or documents that set out the rules on legal representation)

- Name of main contact person for the project (Please name only one person for the communications with the Foundation EVZ)

- Position of contact person

- Phone no. of contact person

- Email address of contact person

4.3 If applicable, further project partner from Germany, Ukraine or Russia (optional)

- Name of institution

- Main area of work/Organisational profile
(For extracurricular organisations: please also send statute and documentation of charitable status)

- Street, house no.

- Post code ► Town/city: ► Country

- Phone ► Fax

- Email address of the institution

- Website of the institution

- **Head of the institution/legal representative** (Please specify the exact title, for example director, general manager, chairman/chairwoman and attach the statutes or documents that set out the rules on legal representation)

- **Name of main contact person for the project** (Please name only one person for the communications with the Foundation EVZ)

- **Position of contact person**

- **Phone no. of contact person**

- **Email address of contact person**

4.4 When did the partnership begin?

Have any joint projects already been carried out? If yes, please fill in the following table.

Theme	When?	Where?	Funded by
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. GENERAL INFORMATION ON PROJECT

5.1 Number of Participants

Please provide information on the number of young participants (until 35 years) and project managers.
The number of accompanying persons should not exceed a ratio of 1:6, for example two project staff and twelve or more young people.

Country:	Germany	Ukraine	Russia	Total
Young people	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Project managers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Age of the young participants
(Must be between 16 and 35 years.)

5.2 Expected period of implementation (minimum 5–7 days per encounter, arrival and departure days count as half days)

	Town/towns, country	from DD.MM.YYYY	until DD.MM.YYYY
Encounter 1 (obligatory)			
Encounter 2 (optional)			

6. PROJECT IDEA

Please note that we can only support projects that clearly relate to the themes of the call for applications. Please formulate your project description in **short and concise** full sentences.

**6.1 On which theme will the project focus?
What subjects will be addressed in the project?**

6.2 What specific aims do you hope to achieve with this project?

- a) Social importance: Please describe the desired effect of the project on its environment (e.g. your organisation, your school, your association) and beyond:

- b) Significance of the project for the participants (young participants and project managers)?

- c) What will be changed both locally and for the participants after the project has ended? Please define specific **criteria** with which you will be able to evaluate the success of the project. How can you ensure that the objectives set under a) and b) above are met?

6.3 How will the participants be recruited and selected? How will the young people participate in the preparation, planning and implementation of the project?

7. PROJECT RESULTS AND PRESENTATION

Please limit yourself to only one (or maximum two) formats for the results of your project!

- a) What products will result from the project (e.g. exhibit, film, publication, theatre performance, podium discussion, blog, website, etc.)?

- b) In what quantity will your **product** or results be produced for circulation, if applicable?

- c) How will the project results be made available, and to what target group? How will you manage press and public relations for the project?

- d) In what form will the project be presented in public? In what context will **presentations** take place?

- e) What is your project/organisation's Facebook page? (Not required for funding)

8. INFORMATION FOR THE APPLICATION FOR MEET UP!

8.1 Has one of the participating institutions already received support from the Foundation “Remembrance, Responsibility and Future”? If yes, when and for which project(s)?

(Please quote the date and reference number of the approval):

Project name	When?	Reference number

8.2 ANNEXES

The annexes marked ☒ must be submitted in a binding manner. If you attach further annexes, please indicate this by ticking the appropriate boxes.

- ☒ **Costs and financing plan** (see template/annex Excel file)
- ☒ **Copies of the statutes** (please mark the section where the legal representative is named)
In case of doubt please attach an extract of a valid official registration.
- ☒ **Copy of the certificate of charitable status** (Notice of tax exemption or copy of the last tax inspection/audit documents)
- ☒ **Programme for the encounters** (see template/annex in this document)
- ☐ Copies of notifications of approval from other donors
- ☐ Presentation materials or leaflets on the project partners (if available), with information on previous experience with historical and political education, human rights education and/or international youth project work

8.3 The applicant herewith declares that all information included in this application is correct and that the project application was drawn up together with all project partners.

You confirm that you have read the conditions of grant approval and the information on the selection procedure and communications. In the event that the project is approved, you also agree that the results may be published and stored in the archive of the Foundation "Remembrance, Responsibility and Future".

Signatures of the heads (legal representatives) of all participating organisations.

Applicant:

Town/city, Date	Head/Applicant I legal signatures	Name in capitals
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Project Partners:

(The signatures may be attached as a scan or submitted by fax. Please also submit the application with original signatures by post.)

Town/city, Date	Head/Project partner II legal signatures	Name in capitals
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Town/city, Date	Head/Project partner III legal signatures	Name in capitals
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ANNEX I: PROGRAMME FOR THE ENCOUNTERS

Please provide a brief summary of the project content and timeframe.

Project name

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a) First encounter and project work with partner groups (obligatory)

in (Town, Country)

	from		until	
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Date

(DD.MM.YYYY)

Programme

(In this column please outline the thematic focus of each day of the encounter, and the format of the joint group work.)

b) Second encounter and project work with partner groups (optional)

in (Town, Country)

	from		until	
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Date

(DD.MM.YYYY)

Programme

(In this column please outline the thematic focus of each day of the encounter, and the format of the joint group work.)

c) Presentation, if applicable (optional)

in (Town, Country) from until

Programme

(Please provide a brief description of the format, content and target audience of the presentation.)