

To be completed by the EVZ Foundation

Received:

Ref:

MEET UP! German-Ukrainian Youth Encounters

A funding programme of the Foundation “Remembrance, Responsibility and Future”

Application for Projects in 2020

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

Please submit this application form that **has been signed by all partners** via email to meetup@stiftung-evz.de by 3 November 2019.

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
of which are applied for from the Foundation	<input type="text"/>	Euro
of which are own funds or participant contributions	<input type="text"/>	Euro
of which are third-party funds	<input type="text"/>	Euro

4. INFORMATION ON THE PROJECT PARTNERSHIP

4.1 Applicant (from Germany or Ukraine)

Details of the project's main contact who, as the 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 members of staff does the institution have?

- ▶ What groups of persons make use 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 of the leader, 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 (mandatory)

- ▶ Name of institution

- ▶ Main area of work/Organisational profile
(For extracurricular organisations: please also attach any statutes 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 of the leader, e.g. director, general manager, chairman/chairwoman)

- ▶ Name of contact person for the project (Please specify only one person for the communication with the EVZ Foundation)

- ▶ Position of contact person

- ▶ Phone no. of contact person

- ▶ Email address of contact person

4.3 Project partner from Russia (optional)

- ▶ Name of institution

- ▶ Main area of work/Organisational profile
(For extracurricular organisations: please also attach any statutes 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 of the leader, for example director, general manager, chairman/chairwoman)

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

- ▶ **Position of contact person**

- ▶ **Phone no. of contact person**

- ▶ **Email address of contact person**

4.4 When did the partnership commence?

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

Topic	When?	Where?	Funded by

5. GENERAL INFORMATION ON PROJECT

5.1 Number of Participants

Please provide information on the number of young participants (aged between 16 and 35 years) and project managers. The number of accompanying people should not exceed a ratio of 1:6, this means, for example, two project leaders/employees per 12 or more adolescents/young adults.

Country:	Germany	Ukraine	Russia	Total
Participants	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
Project managers	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
Total	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>

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

5.2 Expected period of implementation (a minimum of five to seven 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)			
Encounter 3 (optional)			

6. PROJECT DESCRIPTION

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

6.1 What is the main topic of your project? What contents will your project address?

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

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 one or a maximum of two formats to present the results of your project!

- a) What are the intended results of the project, e.g. exhibition, film, publication, theatre performance, panel discussion, blog, website, etc.?

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

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

- d) What is your Facebook page?
(Not required for funding)

8. INFORMATION FOR THE APPLICATION FOR MEET UP!

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

(Please provide the approval number):

Project name	When?	Approval number

8.2 APPENDICES

It is mandatory to submit by email the appendices marked . If you attach any further appendices, please indicate this by ticking the appropriate boxes.

- Costs and financing plan** (see template/annex Excel file)
- Copy of the statutes** (please mark the section where the legal representative is named)
In case of doubt, please attach an excerpt of a valid official registration.
- Copy of the certificate of charitable status** (Notice of tax exemption or copy of the last tax audit)
- Programme for the encounters** (see template/appendix to this document)
- Copies of notifications of approval from other donors
- Project partners’ own presentation materials, including 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 truthful and that the project application was completed together with all project partners.

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

Signatures of the contact persons of all participating organisations are required. A digital signature is sufficient.

Applicant:

City, Date

Contact person* of Project Partner I

Project Partners:

City, Date

Contact person* of Project Partner II

City, Date

Contact person* of Project Partner III

APPENDIX I: PROGRAMME FOR THE ENCOUNTERS

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

in (City, Country) from to

Date
(DD.MM.YYYY)

Programme
(Please provide the thematic focus of each day of the encounter and a brief statement on the format of the joint group work in this column.)

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
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b) Second encounter and project work with partner groups (optional)

in (City, Country) from to

Date
(DD.MM.YYYY)

Programme
(Please provide the thematic focus of each day of the encounter and a brief statement on the format of the joint group work in this column.)

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c) Third encounter and project work with partner groups (optional)

in (City, Country) from to

Date

(DD.MM.YYYY)

Programme

(Please provide the thematic focus of each day of the encounter and a brief statement on the format of the joint group work in this column.)

<input type="text"/>	<input type="text"/>
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