

## **Call for projects for cultural and educational structures for the execution of a joint project**

### **REGULATION**

#### **I. Foreword**

Fondation Sommer is a foundation under Luxembourg law, governed by its articles of association and the law of 21 April 1928, as amended, on non-profit associations and foundations (the “1928 law”) or any law subsequent to it.

It was created in 2016 with the aim of strengthening the empowerment of children and young people through arts and culture in Luxembourg.

#### **Empowerment:**

The term empowerment refers to strategies and measures aimed at increasing the degree of independence and self-determination in the lives of individuals or communities and enabling them to assert their interests independently and responsibly. Empowerment is defined as a process in which **groups of people (adults and children)** feel encouraged to discover their strengths and skills, hone them properly and promote the solutions that they have found. It invites us not to focus on shortcomings but to offset them with our strengths.

Empowerment also refers to the professional mentoring of people to help them overcome their sense of helplessness and use their creative freedom as well as their innate resources and potentials. It is the shift from “doing for” (paternalistic and stigmatising) to “doing with” (emancipating and valuing)<sup>1</sup>.

In this context, Fondation Sommer annually supports several participatory projects, working with arts and culture as tools for emancipation and involving children/youth and their families and communities. Fondation Sommer has thus set itself the goal of creating, through its projects, a **positive social and cultural impact**: It wishes to develop the capacity for reflection among young people and to commit itself to an open, enlightened and cohesive society. It wishes to contribute to the creation of knowledge and the exchange of transdisciplinary experiences. Finally, through the projects supported, it would like to promote mutual understanding between people and communities.

#### **II. Objectives of the call**

This call aims to encourage **collaboration between cultural and educational structures**. It is specifically intended for structures that wish to devise a new model of cooperation in the field of cultural and artistic education.

Its objectives are:

- to awaken the minds and curiosity of **children and young people between the ages of 3 and 20** by allowing them to discover artistic creations and to express themselves through the arts,
- to give participants new tools to enable their personal and creative development,
- to develop new skills for project partners through mutual learning,
- to design and implement new forms of cooperation;

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<sup>1</sup> Bundeszentrale für gesundheitliche Aufklärung (Hrsg.): *Leitbegriffe der Gesundheitsförderung - Online-Glossar*: [https:// https://leitbegriffe.bzga.de/alphabetisches-verzeichnis/empowermentbefaehigung/](https://leitbegriffe.bzga.de/alphabetisches-verzeichnis/empowermentbefaehigung/)

### III. Recipients of the call

The projects must be proposed and implemented by individuals and teams from Luxembourg non-profit organisations. Any organisation whose registered office and activities are based in Luxembourg may submit a project.

The following are eligible to submit a project:

- Cultural institutions
- Cultural associations
- Artist collectives
- Educational structures (formal and non-formal)

The projects must be **submitted in teams** between cultural structure(s) and educational structure(s), with a main project leader and one or more partners. A project can thus have several cultural and/or educational structures as partners, as long as the form of **collaboration remains consistent** and the partners are **clearly identified** at the time of submitting the application.

### IV. Selection criteria

The selection will be made according to various criteria such as the **relevance** and **originality** of the project, suitability with the **targeted theme** or the technical and financial feasibility of the project.

The projects must be innovative in nature in order to bring a new dynamic within the cultural and educational sectors. By "innovative", Fondation Sommer refers in particular to the development of new expertise or the creation of innovative partnerships in the artistic and educational fields. This is not only a matter of cooperation between these distinct partners, but also of ensuring that their respective competences are effective as part of alliances and that the cooperation has a lasting effect.

Projects with a **high potential for long-term impact** will be given priority.

### V. General and financial conditions

The amount of aid is determined according to the requirements and scope of the project and the estimated budget. It may not exceed **EUR 10,000** per project.

The financial aid allocated to the selected projects should be considered as ad hoc support, allotted to specific projects of a specific duration. (Co-)financed projects must be new projects, in the sense that they do not fit into a plan already defined and financed previously. Under no circumstances may the financial support received by Fondation Sommer be used to finance general or operating expenses. It must be directly related to activities carried out within the framework of the selected project. Fondation Sommer will verify the use of the amount received by requesting a financial statement, with accounting documents, at the end of the project.

Any financial support granted will be validated by the subsequent signature of a **specific agreement** between the main project leader and Fondation Sommer, specifying the obligations and rights of each party.

### VI. Evaluation

Projects receiving financial support from Fondation Sommer are required to participate in an **evaluation process** to measure the impact of the project. This evaluation, to be carried out by the project leader, includes the drafting of a final project report, the

completion of a written questionnaire, feedback from project participants in a free format, and a personal closing meeting with the Foundation.

## **VII. Submission of applications**

To apply, the participating structures are requested to send their applications to the following e-mail address: [info@fondation-sommer.lu](mailto:info@fondation-sommer.lu)

All the proposed headings must be filled in and the following documents must be attached to the application:

- The official application form;
- A more elaborate description of the project in terms of objectives, general artistic concept, implementation and target group(s);
- A detailed financing plan with an indication of all expenses and revenue, including aid from other public and private structures;
- A copy of the body's articles of association.

Optional documents: activity reports, presentation brochures, newsletters, press kits or articles, video links, etc.

Failure to provide the requested supporting documents shall be considered as a ground for inadmissibility. On the basis of the documents sent, it is up to Fondation Sommer to examine the administrative admissibility of the application before forwarding it to the Selection Committee.

## **The decision of the Selection Committee is final and cannot be appealed.**

Selected or non-selected project leaders will be notified by e-mail within a maximum period of one month following the deadlines for submitting applications.

## **VIII. Deadlines for submission**

The next deadlines for sending the applications are:

- 16 September 2021
- 02 December 2021

## **IX. Contact and information**

Veronika Meindl, Project coordinator

[info@fondation-sommer.lu](mailto:info@fondation-sommer.lu)

Telephone: +352 621.430.444

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**APPLICATION FORM**

**I) Project leader**

**1. General information**

Official name:

Legal form:

Companies register number:

Year of incorporation:

Does your structure benefit from government aid (agreement, accreditation, etc.) or does it receive one or more other recurring aid(s)? If so, please specify:

Head office address:

Telephone number:

E-mail address:

Website:

Contact person (Name, position within the structure):

## 2. Detailed information

What are the main objectives of your structure?

What are your main activities?

What is the internal structure?

Number of employees (FTEs):

Number of members:

Number of volunteers:

## 3. Project partners

Projects under the call for cultural and educational structures must be **submitted in teams** between cultural structure(s) and educational structure(s), **with a main project leader and one or more partners**.

Who is your partner in the team (name, legal form and registered office)?

Are there any other partners? If so, please indicate their name, legal form and registered office and specify their function within the project.

## II) Project

### 1. General information, target groups, working method

Project title:

Brief presentation of the project:

What is your intention with this project?

Who is your project intended for (target group)?

Will there be a public presentation of your project?

If so, at what location(s) will your project be presented?

Can you describe how the project partners plan to collaborate?

### 2. Project evaluation criteria

What are the objectives of your project?

1. For you as a project leader and for your partner in the team
2. For the other project partners
3. For the target group(s)

What long-term impact do you wish to achieve through this project?

The Sommer Foundation aims to contribute to cultural projects that encourage children and young people to develop themselves and - specifically through this call - it is committed to mutual understanding between people and communities. How will you achieve these objectives through your project?

### **III) Schedule**

- 1. What is the expected start date of your project?**
  
- 2. What is its expected end date?**
  
- 3. Please specify the schedule of the main stages of your project**

### **IV) Budget**

Please attach the detailed financing plan for your project (own funds, subsidies allocated by third parties, subsidies allocated by other private or public bodies).

What is the amount of aid you are requesting from Fondation Sommer for this project?



## **PRIVACY POLICY**

The personal information collected by Fondation Sommer as part of the submission of your application (such as first name, last name, address, telephone number, e-mail address of the individuals involved in your project, bank details) is saved in a specific file.

Fondation Sommer processes personal data for the following purposes:

- Project management and monitoring;
- Project evaluation by a third party establishment;
- Archiving;
- Sending newsletters by e-mail/post, dealing with news and future projects of Fondation Sommer.

The personal information collected is stored as follows:

- For a period of 6 months if your project is not selected, for any reason whatsoever, as part of this call for projects;
- For the maximum duration of the project if your project is selected as part of this call for projects.

Access to personal data is strictly limited to employees and officials of Fondation Sommer, who are authorised to process them owing to their duties. The information collected may be shared with third parties linked to Fondation Sommer by contract for the performance of tasks necessary for project monitoring. As part of their services, the third parties have only limited access to personal data and have a contractual obligation to use them in accordance with the provisions of the applicable personal data protection laws.

Except in the cases set out above, Fondation Sommer undertakes not to sell, rent, transfer personal data to third parties or give them access thereto without the prior consent of the person concerned, unless it is compelled to do so for a legitimate reason (legal obligation, etc.).

You have the right to consult and rectify the data concerned. You also have the right to be forgotten, data portability and opposition, as well as the right to refuse to be profiled and the right to be notified of security breaches. To exercise your rights regarding your personal data, you can contact Mrs Veronika Meindl-Meilheuret, project coordinator of Fondation Sommer.

☐ You and your project partner(s) hereby declare that you have read the above and authorise Fondation Sommer to process your personal data as mentioned above.