

CALL FOR EDUCATIONAL PROJECTS

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).

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 for proposals aims to encourage the implementation of **educational activities as part of an artistic or cultural project** in the following fields: performing arts, fine arts, visual arts, music, literature, design, multidisciplinary projects, architecture.

It is specifically aimed at artists and cultural structures as well as at active structures for citizenship, integration and social action, producers or organisers, who wish, through specific work or in the frame of a cultural project, to carry out cultural mediation aimed at a young audience **between the ages of 0 and 25**.

Its objectives are:

- To awaken the minds and cultural curiosity of children and young people by allowing them to discover in more detail a specific artistic universe and works.
- To give participants new tools to enable their personal and creative development.
- To actively involve children and young people in the development of an artistic work or a cultural project.
- To develop new skills through mutual learning as an artist/cultural/educational/social structure on the one hand and as a pedagogical staff on the other.

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

The funded educational projects can be implemented:

- In the context of creations/works in the process of being developed or planned.
- Around existing or old creations/works.
- As part of the preparation of a specific cultural project.

Target audience of the projects: children, teenagers, young adults, families.

III. Recipients of the call

The projects must be proposed and implemented by individual artists or by individuals and teams from Luxembourg non-profit organisations. Any professional Luxembourg artist or an artist connected to Luxembourg and any organisation whose registered office and activities are based in Luxembourg may apply.

The following are eligible to submit a project:

- Freelance and independent artists*
- Companies, groups, ensembles or collectives of artists
- Cultural institutions and associations
- Educational and pedagogical structures in the formal and non-formal sector
- Active structures for citizenship, integration and social action
- Societal impact companies (SIS).

(*whether or not they have come together as a Luxembourg non-profit association)

Teams applying for financial support must operate in professional conditions. They are required to comply with accounting, tax and social security obligations.

IV. Selection criteria

The selection will be based on various criteria such as:

- A strong artistic and educational dimension,
- The participatory nature of the project,
- The composition of the pair,
- The target audience and the strategy to reach it,
- The technical and financial feasibility.

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 7,000** 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. Under no circumstances may the financial support received from the Sommer Foundation be used to finance general or operating expenses. It must be directly related to pedagogic activities carried out within the framework of the selected project. Expenditure generated prior to the submission of the application and prior to the official agreement of support from the Foundation is not eligible for funding (principle of non-retroactivity). 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 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 confirm that your project is admissible and in line with the visions of Fondation Sommer, we advise you to contact the Foundation's office early enough before submitting your application.

To apply, the participating structures or artists are requested to send their applications to the following e-mail address: 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 detailed description of the project** in terms of objectives, general artistic concept, implementation and target group(s).
- **A plan to reach the audience**, detailing how you will contact the target audience and involve them in the project. It is important to specify: 1/ who you are targeting, 2/ how or by what means you plan to reach this target, 3/ what the steps and timelines are for forming the group, 4/ how you plan to keep the group engaged. Any additional information addressing this question is appreciated.
- **A balanced budget** detailing expenses and revenues confirmed or currently requested from other public or private funders.
- **Proof of involvement of project partners** in the form of a letter of intent.

As well as:

- **For legal entities:** a copy of the body's articles of association, a recent extract from the Luxembourg Business Register (LBR) and the latest activity report.
- **For individual artists:** an artistic CV.

Optional documents: 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. Based on 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 and non-selected project leaders will be notified by email within a maximum of two weeks following the selection committee meeting.

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APPLICATION FORM

1) Project leader

1. General information

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*:

Address:

Telephone number:

E-mail address:

Website:

Contact person (Name, position within the structure):

* Questions for legal entities only.

2. Detailed information

What are your main activities?

Who are you primarily addressing?

What is its internal structure?

Number of employees (FTEs):

Number of members:

Number of volunteers:

3. Project partners

Do you have partners for the implementation of this educational project? If so, please indicate their full name, legal form and registered office and describe their role within the project.

Contact persons at the partner (name, function within the structure):

II) Project

1. Content and target group

Project title:

In the context of which creation/work or which project do you wish to carry out this educational activity?

Does the creation/work/project already exist or is it a work in progress or a future project?

Brief presentation of the project (maximum 1000 characters):
Please attach a detailed presentation of the project to your application.

What cultural and social challenges is the project responding to?

Please describe the method used for children and young people in the activities carried out.

Who is your project aimed at, and which specific age group?

How do you plan to get in touch with your target group?
You must attach a detailed plan for reaching the audience to your application.

How many project units (workshops etc.) are you planning and approximately how many participants are you aiming for?

Please name the artists involved in your project.

In your opinion, what is the added value of the cooperation between the partners involved?

2. Project evaluation criteria

What are the objectives of your project?

Fondation Sommer aims to strengthen the empowerment of children and young people through arts and culture. How will you achieve this objective 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 timeline of the main preparation and implementation steps of your project.**

- 4. Please describe if and how the project will be continued after the end of a possible funding by Fondation Sommer.**

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).

How much funding are you requesting from Fondation Sommer for this project and what activities do you wish to allocate it to?

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, 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. You also authorize the Sommer Foundation to share information related to your application with other funding organizations from which you may have requested financial support.

Checklist of documents to submit:

- The official application form;
- A detailed description of the project;
- A plan to reach the audience;
- A balanced budget;
- Proof of involvement of project partners;

As well as:

- For legal entities:** a copy of the body's articles of association, a recent extract from the Luxembourg Business Register < 3 months and the latest activity report.
- For individual artists:** an artistic CV.

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

Contact and information:

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