



**Subsidies to associations initiating projects in the field of integration and intercultural living together
or contributing to the "I can vote" awareness campaign**

Terms and conditions of award

January 2023

1. Background

Through the budget article "Subsidies for projects in the field of integration and the fight against discrimination" (article 12.2.33.010), the Ministry of Family Affairs, Integration and the Greater Region (hereafter referred to as "the Ministry") offers financial support, up to the exhaustion of funds (€50,000), to non-profit associations and/or federations, which initiate actions in the field of integration

2. Eligibility and selection criteria

a. Eligibility criteria

Conventional subsidies – integration projects: support for associations initiating projects in the field of integration and intercultural living together	Campaign subsidies – events: support for associations organising an event and wishing to contribute to the "I can vote" awareness campaign
<ul style="list-style-type: none">• The applicant must be either a non-profit association or a federation.• The project for which the subsidy is requested must be in line with the policy of integration and living together promoted by the Ministry. The projects must therefore involve both Luxembourgers and non-Luxembourgers.• It must be a specific, one-off project, consisting of one or more concrete actions, carried out during the current year and taking place on Luxembourg territory. The operating costs or regular activities of associations are not eligible according to the eligibility of expenditure described in the document "Factsheet on eligible costs".	<p><i>Ahead of the municipal elections on 11 June 2023, the Ministry of Family Affairs, Integration and the Greater Region launched the "I can vote" awareness campaign to encourage non-Luxembourg residents to register to vote.</i></p> <ul style="list-style-type: none">• The applicant must be either a non-profit association or a federation.• Large-scale events with a large audience in Luxembourg during the current year are particularly targeted. The organisation of such an event may be a regular activity of the association. Nevertheless, please note that the costs related to the organisation of the event will be taken into account according to the eligibility of expenses described in the document "Factsheet on eligible costs".



<ul style="list-style-type: none">• The deadlines and timelines indicated under point 3. b. of this document regarding the submission of the application and the date/period of the project must be respected. The project can only take place/start one (1) month after each deadline.• Depending on the available budget, the Ministry will provide financial support for up to 75% of the total project cost. <i>NB: The income received in the framework of the project must be declared only in the final statement submitted at the end of the project, which may lead to a re-evaluation of the amount initially granted for the subsidy application.</i>• The same association may receive a maximum of two (2) subsidies per year, i.e. one (1) "conventional" subsidy and one (1) subsidy for the campaign.	<ul style="list-style-type: none">• The main target audience consists therefore of non-Luxembourg residents who can register to vote.• The deadlines and timelines indicated under point 3. b. of this document regarding the submission of the application and the date/period of the project must be respected. The project can only take place/start one (1) month after each deadline.• Depending on the available budget, the Ministry will provide financial support for up to 75% of the total project cost, without exceeding €1000.• The same association may receive a maximum of two (2) subsidies per year, i.e. one (1) "conventional" subsidy and one (1) subsidy for the campaign.
---	---

b. Information sessions

Information sessions are planned during the year in order to provide all the necessary information for a subsidy application. The modalities for granting a subsidy, the integration and living-together policy applied by the Ministry as well as key information related to the municipal elections on 11 June 2023 will be presented. A question-and-answer session is also planned at the end of the presentation. The sessions are organised as follows:

- **February 7th 2023 at 6:00 p.m. in person – in French;**
- **February 8th 2023 at 12:15 p.m. virtually – in English;**
- **April 11th 2023 at 6:00 p.m. in person – in French;**
- **April 12th 2023 at 12:15 p.m. virtually – in French;**
- **June 6th 2023 at 12:15 p.m. virtually – in French;**
- **June 7th 2023 at 6:00 p.m. in person – in English.**

To register for one of these information sessions, applicants should send the details of their association and the full names of the participants (for virtual sessions: the email addresses of the participants will be required), making sure to indicate their choice of date for the session to the following email address: subsidies@integration.etat.lu.

c. Selection criteria



To be eligible for financial support, the actions, projects or events submitted must meet the criteria listed below.

Conventional subsidies – integration projects	Campaign subsidies – events
<ul style="list-style-type: none">• Relevance of the project: Relevance of the project in relation to the needs identified (project initiated on the basis of an assessment of the situation, studies, etc.), promotion of integration and living together in Luxembourg, objectives of the project and expected results, complementarity with other actions financed under national or municipal programmes;• Feasibility of the project and partnership(s): Realistic project describing the different stages of its implementation, description of the partners and their role in the organisation of the project;• Evaluation: Number of people targeted, target audience (interaction between Luxembourgers and non-Luxembourgers), means of communication planned, realistic monitoring system, evaluation of the impact and satisfaction of the target audience, success indicators;• Cost-effectiveness: Project in line with the principles of good financial management, therefore consistent with the number of people involved in the project.	<ul style="list-style-type: none">• Respect of the policy of integration and living together: The nature of the event must be consistent with the policy of integration applied by the Ministry and must not go against it;• Specific target audience: As specified in the "I can vote" campaign, the majority of the audience present or potentially present at the event must be residents of non-Luxembourg nationalities who can participate in local elections according to the registration conditions: https://jepeuxvoter.lu/qui-peut-voter/;• Mandatory conditions: Financial support will only be awarded if the following two (2) conditions are met:<ol style="list-style-type: none">1. An "I can vote" stand with documentation (flyer, roll-up, leaflets, ...) made available and distributed during the event.2. This stand must be managed by 1 to 2 people from the association, at least one of whom must commit to taking part in the multiplier training organised by CEFIS. To register for the training: https://cefis.lu/appel-aux-multiplicateurs-pour-les-elections-communales-du-11-juin-2023/;

3. Procedure

a. The subsidy application

Associations are invited to send their subsidy application including the documents listed below to the following e-mail address: subsidies@integration.etat.lu. Only eligible and complete applications will be reviewed.



Conventional subsidies – integration projects	Campaign subsidies – events
<ul style="list-style-type: none"> • Annex 1a: "Subsidy application form - conventional" duly dated and signed by the person who can validly engage the association; • Documents listed on the last page of the application form: <ul style="list-style-type: none"> ○ Certified and signed articles of incorporation by the president of the association and a list of the members of the board of directors ; ○ Bank details (RIB) in the name of the association; • Optional documents: <ul style="list-style-type: none"> ○ Activity report and financial statement for the past year - signed by the president or treasurer of the association; ○ Programme of integration activities planned for the current year; ○ Any document supporting the application. 	<ul style="list-style-type: none"> • Annex 1b: "Subsidy application form - conventional" duly dated and signed by the person who can validly engage the association; • Documents listed on the last page of the application form: <ul style="list-style-type: none"> ○ Certified and signed articles of incorporation by the president of the association and a list of the members of the board of directors ; ○ Bank details (RIB) in the name of the association; • Optional documents: <ul style="list-style-type: none"> ○ Activity report and financial statement for the past year - signed by the president or treasurer of the association; ○ Programme of integration activities planned for the current year; ○ Any document supporting the application.

b. Deadlines and timelines

The deadlines for submitting a subsidy application for the year 2023 and the respective periods in which the project or event must take place are listed below.

Conventional subsidies – integration projects	Campaign subsidies – events
<ul style="list-style-type: none"> • 1 February 2023 - for projects taking place between 1 March 2023 and 31 December 2023; • 1 March 2023 - for projects taking place between 1 April 2023 and 31 December 2023; • 1 May 2023 - for projects taking place between 1 June 2023 and 31 December 2023; • 1 July 2023 - for projects taking place between 1 August 2023 and 31 December 2023. 	<ul style="list-style-type: none"> • 1 February 2023 - for events taking place <i>between 1 March 2023 and 17 April 2023 (deadline for voter registration);</i> • 1 March 2023 - for events taking place between 1 April 2023 and 17 April 2023 <i>(deadline for voter registration).</i>



--	--

c. Decision

The applicant will be informed of the decision by e-mail or by post within one (1) month after the respective deadlines and not within one (1) month after the submission of the application.

d. Obligations - during the project or the organisation of the event

Conventional subsidies – integration projects	Campaign subsidies – events
<ul style="list-style-type: none">• Inform the Ministry immediately of any changes to the schedule or implementation of the action for which the application was made;• Include the logo of the Ministry's Integration Department and the words "with the support of the Ministry for Family Affairs, Integration and the Greater Region" on all presentation, information and publicity documents related to the project and intended for the public.	<ul style="list-style-type: none">• Inform the Ministry immediately of any changes to the schedule or implementation of the action for which the application was made;• Use the communication tools related to the "I can vote" campaign provided by the Ministry. The logo of the Department of Integration is to be included only in the publicity materials of the event where the stand will be present.

e. Obligations – at the end of the project or event

In accordance with the amended law of 8 June 1999 on the State budget, accounting and treasury, subsidies must be used for the purposes for which they were granted and beneficiaries must be able to justify the use of the subsidy granted. Beneficiaries must therefore provide the following supporting documents within the deadlines indicated.

Conventional subsidies – integration projects	Campaign subsidies – events
<ul style="list-style-type: none">• Financial statement – <i>Annex 3</i> together with supporting documents for all expenses and revenues listed. The explanatory sheet on eligible costs can be found in <i>Annex 2</i>;• Final report – <i>Annex 4a</i> duly dated and signed by the person who can validly engage the association.	<ul style="list-style-type: none">• Financial statement – <i>Annex 3</i> together with supporting documents for all expenses and revenues listed. The explanatory sheet on eligible costs can be found in <i>Annex 2</i>;• Final report – <i>Annex 4b</i> duly dated and signed by the person who can validly engage the association with a photo of the stand at the event. The latter will be published later by our Ministry in order to highlight and thank all the



These documents must be sent by e-mail to the following address as soon as the project is completed, respecting the deadline of 31 January 2024: subsidies@integration.etat.lu.

participating associations in the framework of the "I can vote" campaign.

These documents must be sent by e-mail to the following address as soon as the event is over, respecting the deadline of 30 June 2023: subsidies@integration.etat.lu.

According to Article 83 of the Law on Budget, Accounting and State Treasury, subsidies must be returned to the State in the following cases

- if the declarations prove to be incorrect or incomplete
- if the use of the financial aid does not correspond to the purpose for which it was granted
- where the agents or services responsible for control are hindered in the performance of their duties by the beneficiary;
- in the event of double public financing, the sums unduly received must be repaid in full by the beneficiary to the Luxembourg State.

4. Contact

For further information, the Integration Department remains at your disposal:

subsidies@integration.etat.lu

ANNEXES:

Annex 1a – Subsidy application form – conventional subsidies

Annex 1b – Subsidy application form – campaign subsidies

Annex 2 – Factsheet on eligible costs

Annex 3 – Financial statement

Annex 4a – Final report – conventional subsidies

Annex 4b – Final report – campaign subsidies