**SUBSIDY APPLICATION FOR ASSOCIATIONS SUPPORTING THE 'I CAN VOTE' AWARENESS CAMPAIGN**

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| **General information about the association** |

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| Name of the association: | ------------------------------------------------------------------------------------------------------------------- |

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| Legal status: | --------------------------------------- | Matricule RCS: | ------------------------------------ |

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| Address: | --------------------------------------- | Postcode: | --------------- | Town: | --------------- |

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| Phone number: | --------------------------------------- | Website: | ------------------------------------------------ |

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| Main field of action of the association: | --------------------------------------------------------------------------------------- |

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| Association under agreement with another ministry? | |  | Yes |  | No |
| If yes, which one(s): | ------------------------------------------------------------------------------------------------------------------- | | | | |

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| **Bank details** |

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| Account holder: | ------------------------------------------------------------------------------------------------------------------- |

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| BIC code: | ---------------------- | IBAN code: | ------------------------------------------------------------------- |

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| **Contact person(s)** |

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| *President of the association:* | | | |
| Surname, First Name: | *Mrs, Mr, Mx* |  | ---------------------------------------------------------------------------------------------------------- | |

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| Phone number: | -------------------------------------------- | Email : | -------------------------------------------------------------- |

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| Address: | -------------------------------------------- | Postcode: | ------------- | Town: | ------------------------- |

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| *Project manager/contact person (to be completed if different from the President):* | | | |
| Surname, First Name: | ----------------------------------------------------------- | Role: | ---------------------------------------------- |

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| Phone number: | -------------------------------------------- | Email : | ------------------------------------------------------------- |

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| Address: | --------------------------------------------- | Postcode: | ------------- | Town: | ------------------------ |

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| **Project description** |

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| Title of the project: | -------------------------------------------------------------------------------------------------------------------- |

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| --- | --- |
| Date of the project: | ------------------------------- |

Or

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| --- | --- | --- | --- | --- |
| Implementation period: | From | ---------------------------- | to | --------------------------- |

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| --- | --- |
| Target audience(s): | -------------------------------------------------------------------------------------------------------------------- |

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| --- | --- |
| Location(s): | ----------------------------------------------------------------------------------------------------- |

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| Is this an event focused on the European elections? |  | Yes |  | No |

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| Project description: |
| *Describe the project in no more than 10 lines*---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------- |

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| **Contribution to the** **'I can vote' campaign** |
| How do you plan to incorporate the **'I can vote'** material into your event? |
| *Explain how you plan to use the 'I can vote' material provided (examples: supervised information stand at an event, distribution of flyers, organisation of an information session on the elections with all the documentation, quiz on the elections, etc.).*------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------ |

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| Who will inform and raise public awareness? |
| *Indicate the name(s) of the person(s) who will be responsible for informing the public, their role in the association and how their knowledge/expertise of the European elections will help to raise awareness among the target audience.*--------------------------------------------------------------------------------------------------------------------------------------------------------------------- |

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| How many people is the event trying to reach? Of this number, how many people do you think you will inform/raise awareness of the 'I can vote' campaign? |
| *Indicate the number of people you hope to reach with your project (advice: base this on your volunteer staff resources, your budget, your methodology, the capacity of the room, etc.) Then, based on this number, indicate how many people you hope to inform/raise awareness of the 'I can vote' campaign.*-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------- |

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| What nationality(ies) are the people targeted at this event? |
| *Depending on your association's audience or your communication strategy, what are the nationalities of the people you are targeting or intend to target? (examples: nationality X because the information session will be held in language Y; nationality Z given the association's usual audience....)*-----+----------------------------------------------------------------------------+---------------------------------------------+---------------------------------------------+---------------------------------------------+-------------------- |

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| **Partnership(s)** |
| Name(s) and role(s) of partner(s) (if applicable): |
| *List the various partners who will be contributing to your project and explain their specific role (examples: by providing financial support, making a room available, their knowledge or their networks, etc.).* -------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------- |
| **Project evaluation** |
| *In the final report, you will be asked: What were the nationalities of the majority of people who visited the stand and what were the most frequently asked questions?*  How do you intend to collect this data? |
| *Explain how you collect this information (e.g. listing recurring questions, counting, etc.).*--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------- |

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| Do you plan to collect feedback and/or assess the satisfaction of those informed/aware at this event? If so, how? |
| *Explain how you plan to assess the satisfaction and feedback of those attending your event in relation to the campaign (e.g. survey, interviews, etc.).------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------* |
| **Communication** |
| What communication tools do you plan to use as part of the 'I can vote' campaign? |
| *List the means of communication you will be using to promote, disseminate and inform people about the "I can vote" campaign, whether through an event or otherwise; where you plan to put up the posters; specify the means of communication provided by the association and those made available by partners*------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------ |
| **Pre-reservation of 'I can vote' material and documentation** |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | *If the grant is awarded, the equipment must be agreed and collected from the Ministry's premises via the following e-mail address:* [*michele.zahlen@fm.etat.lu*](mailto:gemengen.zesummeliewen@fm.etat.lu)  Please tick only one item of equipment you wish to reserve for your event:   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | Stand en french |  | Stand en english |  | Stand en portuguese |  | | |  | | |  | Roll-up en french |  | Roll-up en english | | | |  |  | | |   *Concerning the documentation, leaflets will be given to you at the same time as the equipment. For more communication tools, posters and digital visuals:* [*https://jepeuxvoter.lu/kit-de-communication/*](https://jepeuxvoter.lu/kit-de-communication/) |

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| **Additional information to support your grant application:** |
| *Add any additional information you feel is relevant to your grant application (examples: innovative aspects of the project, etc.).*---------------------------------------------------------------------------------------------------------------------------------------------- |

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| **Provisional budget** |

Each applicant is required to complete the provisional budget template in detail, specifying the purpose of each expense. If available, supporting documents (quotes, etc.) should be attached.

**N.B.** Please note that the Ministry for Family Affairs, Solidarity, Living Together and Reception of Refugees finances up to 100% of the total costs of a project (with a legal threshold of €10.000 per project) in the context of a subsidy. Under the terms and conditions of this call for subsidies, **this type of grant is limited to €1,000**. However, the terms and conditions document lays out the total amount available for the entirety of subsidies for the current calendar year (N).

The following expenses, incurred during the current calendar year (N), are considered eligible:

* expenses incurred and paid for during the duration of the project;
* expenses directly related to the project and necessary to carry out the project activities;
* expenses that are reasonable and respecting the principles of sound financial management (optimization of resources and cost-effectiveness ratio according to the number of people involved in the project);
* counted, identifiable, controllable and duly documented expenses from the start of the project onwards.

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| **(A) Expenditure** | | **Detail(s) - *list the charges and respective amounts making up the total amounts*** | **Amount** |
| **1** | Personnel costs | *Costs directly related to the project and not to personal costs already covered for the association's usual activities. ---------------------------------------------------------------------------* | ------------------------ |
| **2** | Travel and subsistence costs | *Costs related to the stay/travel of staff and/or experts directly involved in the project; choose the cheapest option based on market prices------------------------------------* | ------------------------ |
| **3** | Equipment costs | *Equipment needed for the project; choose the cheapest option between renting or buying-------------------------------* | ------------------------ |
| **4** | Real estate rental costs | *Rental of an asset directly linked to the project; used solely for the purposes of carrying out the project-------------------* | ------------------------ |
| **5** | Consumables, supplies and general services | *Costs required to implement the project; alcoholic beverages are automatically ineligible-------------------------* | ------------------------ |
| **6** | Experts and subcontractors | *External services (e.g. website design, translation services, printing, publications, etc.) ----------------------------------------* | ------------------------ |
| **7** | Administrative costs | *Expenses not related to the association's day-to-day activities; it is important to provide as much detail as possible about the nature of these expenses -----------------* | ------------------------ |
| **8** | Other costs (please specify) | *Any other costs; please specify ----------------------------------* | ------------------------ |
| **Total cost of the project (100%)** | | *---------------------------------------------------------------------------* | ------------------------ |

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| Has a request for a subsidy been made to another Ministry? | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | |

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| If yes, which Ministry(ies) and for what amount(s) ? | ----------------------------------------------------------------------------------------- |

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| List the projects carried out in recent years for which you have received a subsidy from the Ministry for Family Affairs, Solidarity, Living Together and Reception of Refugees (if applicable): | | |
| **Project name** | **Year** | **Subsidy awarded?** |
| -------------------------------------------------------------------------------------- | ------------------- | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | |
| -------------------------------------------------------------------------------------- | ------------------- | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | |
| -------------------------------------------------------------------------------------- | ------------------- | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | |
| **Required documents** | | |

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| **Veuillez attester la présence des documents requis en cochant les cases correspondantes :** | |
|  | Duly completed and signed application form |
|  | Certified and signed articles of incorporation by the president of the association and a list of the members of the board of directors |
|  | Activity report and financial statement for the past year (*signed by the president or treasurer of the association*) - *optional* |
|  | Bank statement/details (RIB) |
|  | Programme of planned integration-related activities for the current year - *optional* |
|  | Any other document deemed useful to support your application |
| **Terms and conditions to be respected** | |

* Submit a complete application in accordance with the deadlines set out in the terms and conditions of the grant.
* Mention "With the support of the Ministry for Family Affairs, Solidarity, Living Together and Reception of Refugees” on all information and communication documents intended for the public, as well as the website, while also including the logo of the Department of Integration.
* Inform the Ministry of any major changes related to the project.
* Provide the Ministry with any information/document deemed necessary for the processing and monitoring of the project.
* In the event of double public funding, the project holder must return all sums unduly received to the Luxembourg government. The same applies if the declarations prove to be inaccurate or incomplete, or if the use of the financial assistance does not correspond to the purpose for which it was granted, or if controlling bodies or services are hindered in the performance of their duties by the beneficiaries.
* After obtaining a subsidy, the association commits to submit the following documents to the Ministry for Family Affairs, Solidarity, Living Together and Reception of Refugees, before the 31st of January N+1:
* Project implementation report - *Annex 3B*
* Promotional material and/or documentation related to the project

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| **Signature** |

**The signature below certifies the compliance of the information provided.**

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| **Location :** | -------------------------------------------- | **Signature :** |  |
|  |  |  |
| **Date :** | -------------------------------------------- |  |