



**Grants to associations initiating projects in the fields of intercultural living together or awareness-raising campaigns for the European elections**

**Terms and conditions**

**CALL FOR SUBSIDIES 2024**

**1. General framework**

Through the budget item "*Subsidies for projects in the field of integration and the fight against discrimination*" (item 12.2.33.010), the Ministry for Family Affairs, Solidarity, Living Together and Reception of Refugees (hereinafter referred to as "the Ministry") offers financial support, until the available funds, to non-profit associations and/or federations that initiate actions in favour of intercultural living together, anti-racism and the fight against discrimination based on race, origin or nationality.

**2. Call for projects 2024**

As part of the 2024 call for subsidies, two (2) types of subsidies are available to associations:

<b>Intercultural living together subsidies</b>	<i>Support for associations initiating projects that promote intercultural living together and combat discrimination</i>
<b>Campaign subsidies</b>	<i>Support for associations contributing to the "I can vote" awareness campaign for the European elections</i>

Grant applications are analysed by the Intercultural Living Together Division according to the criteria described in this document. Internal thematic experts will take part in the selection of projects.

**3. Eligibility and selection criteria**

a. Eligibility criteria

<b>Intercultural living together subsidies</b>
<ul style="list-style-type: none"><li>• The applicant must be either a <b>not-for-profit association or a federation</b>.</li><li>• The project for which the subsidy is requested <b>must form part of the intercultural living together policy</b> pursued by the Ministry and <b>as defined</b> by the <a href="#">law of 23 August 2023 relating to intercultural living together</a>. Projects must therefore <b>involve both Luxembourg and non-Luxembourg residents</b>, and can even include <b>cross-border workers</b>.</li></ul>



- It must be a **specific, one-off project**, consisting of one or more concrete actions, **carried out during the current year and taking place in Luxembourg**. This may involve an event, the creation of a deliverable, the carrying out of a study or even the conceptualisation and/or implementation of training courses. **The operating costs or regular activities of associations are not eligible**, in accordance with the eligibility of expenditure described in *Annex 2 "Explanatory sheet of eligible costs"*.
- The **deadlines and periods** indicated under point *4. b.* of this document for submitting the application and the date/period of the project must be respected. The project can only take place/start six **(6) weeks** after each deadline.
- **Depending on the budget available**, the Ministry will be able to grant financial support **up to 100% of the total cost of the project in accordance with the eligibility of the expenses, but not exceeding €10,000**.
- The same association may receive a maximum of one **(1) grant per year** for this type of subsidy.

### Campaign subsidies

*With a view to the European elections on 9 June 2024, the Ministry will be launching the "I can vote" awareness campaign to encourage non-Luxembourg residents who are nationals of the European Union (EU) to register to vote.*

- The applicant must be either a **not-for-profit association or a federation**.
- The project for which the subsidy is requested **must be in line with the Ministry's policy of intercultural living together** and help to **increase the political participation of non-Luxembourgers**.
- **Events with a wide audience** will be targeted, **including in particular information sessions and activities to raise awareness of political participation** taking place in **Luxembourg during the current year**. The organisation of such an event may be a regular activity of the association. However, please note that only costs relating to the organisation of the event or session are taken into account in accordance with the eligibility of expenditure described in *Annex 2 "Explanatory sheet of eligible costs"*.
- This event or information session must **include the "I can vote" campaign materials (flyers, stands, posters, etc.) made available by the Ministry subject to prior reservation**.
- The main target audience is therefore **EU nationals residing in Luxembourg who are eligible to register to vote**, although there are no exclusion criteria.
- The **deadlines and periods** indicated under point *4. b.* of this document for submitting the application and the date of the event must be respected. The event may only take place four **(4) weeks** after each deadline.
- **Depending on the budget available**, the Ministry will be able to grant financial support **up to 100% of the total cost of the event, up to a maximum of €1,000**, depending on the eligibility of the expenses listed in the application form.
- The same association may receive a maximum of one **(1) grant per year** for this type of subsidy.



b. Selection criteria

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

#### Intercultural living together subsidies

- **Relevance of the project:** relevance of the project in relation to the needs identified (project initiated on the basis of an inventory, studies, etc.), support for intercultural living together in Luxembourg, objectives of the project and expected results, complementarity with other actions funded under national or municipal programmes;
- **Feasibility of the project and partnership(s):** realistic project describing the various stages of its implementation, description of the partners and their role in organising the project;
- **Evaluation:** number of people targeted, target audience (interaction between participants, diversity of the audience), means of communication envisaged, realistic monitoring system, evaluation over time of the impact and satisfaction of the target audience, success indicators linked to the objectives set ;
- **Cost-effectiveness:** project in line with the principles of sound financial management, consistent with the number of people affected by the project.

#### Campaign subsidies

- **Compliance with the policy on intercultural living together:** The nature of the event must be consistent with the Ministry's policy on intercultural living together, must not therefore run counter to it and must help to **increase the political participation of non-Luxembourgers**;
- **Specific target audience:** As stipulated in the "I can vote" campaign, the majority of the audience present or potentially present at the event or session must be non-Luxembourg residents who are EU nationals and of voting age on European election day;
- **Mandatory conditions:** Financial support will only be granted if these two **(2) conditions** are met:
  1. The **"I can vote" campaign materials (stand, flyer, roll-up, leaflets, etc.) must be used at the event or information session**;
  2. **The objective, or one of the objectives, of the event must meet the objectives of the campaign**, which are to inform the target audience and raise their awareness so as to encourage them to register to vote and thus increase their political participation.

c. Information sessions

Information sessions are planned throughout the year to provide all the information needed to apply for a subsidy. The procedures for awarding a grant, the intercultural living-together policy applied by the Ministry and key information relating to the European elections and the fight against racism will be presented. There



will also be a question and answer session at the end of the presentation. The sessions are organised as follows:

- **7 February 2024 at 6.00 p.m.** face-to-face in French on the MIFA-DI premises - **registration deadline 5 February 2024** ;
- **26 March 2024** at 6.00 p.m. face-to-face in French on the MIFA-DI premises - **registration deadline 22 March 2024** ;
- **2 July 2024** at 6.00 p.m. face-to-face in French on the MIFA-DI premises - **registration deadline 28 June 2024.**

To register for one of these information sessions, project promoters should send details of their association and the full names of the participants, making sure to indicate their choice of date for the session, to the following email address: [subsidies.zesummeliewen@fm.etat.lu](mailto:subsidies.zesummeliewen@fm.etat.lu)

Individual face-to-face or virtual meetings can also be organised in Luxembourgish if the association wishes to discuss a particular project. A specific request with a brief description of the project should be sent to the above e-mail address.

#### 4. Procedure

##### a. Applying for a grant

Associations are invited to send their grant applications, including the documents listed below, to the following e-mail address: [subsidies.zesummeliewen@fm.etat.lu](mailto:subsidies.zesummeliewen@fm.etat.lu). *Please note that only eligible and complete applications will be processed.*

- **Application form Appendix 1A or 1B depending on the type of grant**, duly dated and signed by the person(s) authorised to bind the association:

<b>Intercultural living together subsidies</b>
<b>Appendix 1A</b> <i>Application form - subsidy living together 2024</i>

<b>Campaign subsidies</b>
<b>Appendix 1B</b> <i>Application form – subsidy campaign 2024</i>

- **Documents required** for the application:
  - The articles of association, certified and signed 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** :
  - Activity report and balance sheet for the previous year - signed by the association's president or treasurer;
  - Programme of social activities planned for the current year;



- Any supporting documents.

b. Deadlines and deadlines to be respected

The deadlines for submitting a grant application for 2024 and the respective periods during which the project or event must take place are listed below.

Intercultural living together subsidies	Campaign subsidies
<ul style="list-style-type: none"><li>• <b>1 February 2024</b> - projects taking place between 14 March 2024 and 31 December 2024</li><li>• <b>2 May 2024</b> - projects taking place between 13 June 2024 and 31 December 2024</li><li>• <b>2 September 2024</b> - project taking place between 7 October 2024 and 31 December 2024</li></ul>	<ul style="list-style-type: none"><li>• <b>1 February 2024</b> - projects taking place between 1 March 2024 and 15 April 2024</li><li>• <b>1 March 2024</b> - projects taking place between 1 April 2024 and 15 April 2024</li></ul>

c. Decision

The applicant will be informed of the decision by e-mail or post within six (6) weeks of the respective deadlines, not after the application has been submitted.

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

Project sponsors who have been awarded a grant on behalf of their association under this call for proposals are required to inform the Ministry immediately of any changes to the program or the progress of the project for which the application was made.

Depending on the type of grant awarded, the project promoter is required to:

Intercultural living together subsidies	<b>Include the logo of the Ministry's Living Together Division and the words "with the support of the Ministry for Family Affairs, Solidarity, Living Together and Reception of Refugees "</b> on all presentation, information and publicity documents directly related to the project and intended for the public.
Campaign subsidies	<b>Use the communication tools relating to the "I can vote" campaign</b> made available by the Ministry. The logo of the Living Together Division and the words "with the support of the Ministry for Family Affairs, Solidarity, Living Together and Reception of Refugees " should only be included in the publicity material for the event where the stand will be present. <b>The contact person for communications and the "I can vote" campaign, Michèle Zahlen, <a href="mailto:michele.zahlen@fm.etat.lu">michele.zahlen@fm.etat.lu</a></b>



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<sup>1</sup>, 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 a detailed final report with documents justifying that the grant awarded has been used directly for the selected project. The document below should be sent to the following address as soon as the project is completed and no later than 31 December 2024: [subsidies.zesummeliewen@fm.etat.lu](mailto:subsidies.zesummeliewen@fm.etat.lu).**

- **Final report Appendix 3A or 3B depending on the type of grant**, duly dated and signed by the person authorised to bind the association:

Intercultural living together subsidies
<b>Appendix 3A</b> <i>Final report – subsidy living together 2024</i>

Campaign subsidies
<b>Appendix 3B</b> <i>Final report – subsidy campaign 2024</i>

Associations receiving a **grant of €3,000 or more** must submit, in addition to the final report, **the financial statement with supporting documents relating to the expenditure listed, at the earliest at the end of the project and at the latest by 31 December 2024:**

- **Financial statement Appendix 4**, duly dated and signed by the person authorised to bind the association.

In accordance with article 83 of the law on the State budget, accounting and treasury, subsidies must be returned to the State in the following cases:

- where the declarations prove to be inaccurate or incomplete;
- where the use of the financial assistance does not correspond to the purpose for which it was granted;
- where the agents or services responsible for the inspection are hindered in the performance of their duties by the beneficiary ;
- in the event of double public funding, the beneficiary must return all sums unduly received to the Luxembourg State.

f. Payment of the amount granted

The grant will be awarded in **two (2) instalments**: the **first instalment (70% of the amount awarded) is transferred no later than the start of the project**, and the **second instalment (30% of the amount awarded) upon receipt and validation of your final report by the Intercultural Living Together Division.**

<sup>1</sup> <http://legilux.public.lu/eli/etat/leg/memorial/1999/68>



## 5. Contact

For further information, please contact the Integration Department:

[subsidies.zesummeliewen@fm.etat.lu](mailto:subsidies.zesummeliewen@fm.etat.lu)

<b>APPENDICES :</b>
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- Appendix 1A - Application form – subsidy living together 2024
- Appendix 1B - Application form – subsidy campaign 2024
- Appendix 2 - Explanatory sheet of eligible costs 2024
- Appendix 3A - Final report – subsidy living together 2024
- Appendix 3B - Final report – subsidy campaign 2024
- Appendix 4 - Financial statement 2024 – subsidy 2024