**SUBSIDY APPLICATION FOR ASSOCIATIONS LAUNCHING PROJECTS IN THE FIELD OF INTERCULTURAL LIVING TOGETHER**

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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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| **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 a new project? |  | Yes |  | No |

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| Is this a new edition of an existing project? | |  |  |  |  | | --- | --- | --- | --- | |  | Yes |  | No | | Edition n° | N------ | Since: | An--née |

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| Project description: |
| *Describe the project in no more than 15 lines*------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------ |

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| **Relevance of the project** |
| What are the needs/requirements identified at the basis of the project? |
| *Explain why you would like to do this project, and what local or national need it meets, citing a study, an observation based on the association's usual activities, an article in a newspaper, current events, etc.)*------------------------------------------------- -------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------- |

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| In what way does the project promote living together in Luxembourg? |
| *Explain how your project responds to the policy of living together by describing the methodology you are going to apply as part of your project (tips: favour methodologies geared towards exchange and sharing, apply an inclusive approach, guarantee a certain amount of diversity, etc.).*----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------- |

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| Project objectives and expected results: |
| *List the main objectives of the project and the results expected at the end of the project* ------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------- |

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| At what level does your association's expertise enable the project to be implemented? |
| *Indicate how your expertise will enable your project to be implemented (examples: expertise in terms of methodology based on activities already carried out by the association, expertise in terms of the theme based on the association's stakeholders and field of activity, expertise with the project's target audience, etc.).*-----+--------------------------------------------------------- |
| **Project feasibility and partnership(s)** |
| Detailed description of the project implementation steps (implementation calendar) |
| *Describe in detail the different phases / stages of implementation of your project, ideally indicating the different deadlines per phase / stage (tip: also include the preparation, conceptualisation, dissemination and promotion phases).*----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------- |

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| Name(s) and role(s) of partner(s) (if applicable): |
| *List the different partners who will be contributing to your project and explain their concrete role (examples: by providing financial support, by making a room available, their knowledge or their networks, etc.).*------------------------------------------- |
| **Project evaluation** |
| How many people does the project aim to reach? |
| *Indicate the number of people you hope to reach with your project (advice: base your figures on your volunteer staff resources, your budget, your methodology, the capacity of the venue, etc.).…)*------------------------------------------------------- |

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| How will the project involve a diverse audience? At what level of the project? |
| *Explain how you intend to reach a diverse audience (e.g. by forming a partnership with an organisation with the specific target audience, through targeted communication, etc.) and how you intend to ensure the participation of a diverse audience (e.g. through methodology, the expertise of an organisation/leader, the range of languages spoken by volunteers, etc.).*------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------- |

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| What means of communication will be in place? |
| *List the means of communication you will use to promote and inform about your project, specifying those belonging to the association and those made available by partners as part of your project*------------------------------------------------------------- |

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| In terms of project monitoring, what indicators have been put in place to evaluate the project? |
| *Indicate at least 5 indicators by which your project will be evaluated (examples: number of people attending/participating - means of evaluation: attendance lists or counts; satisfaction rate - means of evaluation: questionnaire/satisfaction survey, number of requests; interest in a deliverable on the part of organisations - means of evaluation: number of meetings, number of requests, feedback from organisations; diversity rate of participants according to profiles - means of evaluation: registration forms; etc.).*--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------- |

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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. 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)** | **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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| **Please certify the following required documents have been submitted by ticking the appropriate boxes:** | |
|  | 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 December of the current year:
* Project implementation report - *Annex 3*
* Financial statement - *Annex 4 (invoices with proof of payment) - for grants of €3,000 or more*
* 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 :** | -------------------------------------------- |  |