

## Grants to associations initiating projects in the fields of intercultural living together

### Terms and conditions

### CALL FOR SUBSIDIES 2025

#### 1. General framework

Through the budget item "*Subsidies for projects in the field of intercultural living together and the fight against discrimination*" (item 10.02.33.010), 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 (90.000€) are spent, to non-profit associations, federations and/or social impact companies 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 2025

As part of the 2025 call for subsidies, we are targeting any type of project aimed at promoting intercultural living together or combating discrimination, particularly racial discrimination. More specifically, we are seeking to support projects aimed at encouraging intercultural encounters between Luxembourg and non-Luxembourg residents, as well as projects targeting cross-border workers.

As far as third places are concerned, we can support any project aimed at strengthening the skills of the people managing these places, or even any activity that does not correspond to a recurring activity of the place.

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

#### Intercultural living together subsidies

- The applicant must be either a **not-for-profit association or a federation**.
- The project for which the subsidy is requested **must form part of the intercultural living together policy** pursued by the Ministry and **as defined** by the [law of 23 August 2023 relating to intercultural living together](#). Projects must therefore **involve both Luxembourg and non-Luxembourg residents**, and can even include **cross-border workers**.



- 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.

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.

- **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.

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



- **25 February 2025 at 5.00 p.m.** face-to-face in French on the ministry premises - **registration deadline 19 February 2025** ;
- **9 July 2025 at 5.00 p.m.** face-to-face in French on the ministry premises - **registration deadline 4 July 2025.**

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: [subsidés.zesummeliëwen@fm.etat.lu](mailto:subsidés.zesummeliëwen@fm.etat.lu)

Individual face-to-face or virtual meetings can also be organised in Luxembourgish or English 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: [subsidés.zesummeliëwen@fm.etat.lu](mailto:subsidés.zesummeliëwen@fm.etat.lu) *Please note that only eligible and complete applications will be processed.*

- **Application form** *Appendix 1* duly dated and signed by the person(s) authorised to legally bind the association.
- **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**

For 2025, associations can submit their projects throughout the year, but there are two key submission deadlines:

○ **30 April 2025**

○ **31 October 2025**

A processing time of 6 weeks is planned for the evaluation of the application submitted.

c. Decision

The applicant will be informed of the decision by e-mail or post within six (6) weeks of submission of the application and no later than 11 June 2025 for the first deadline and 12 December 2025 for the second deadline.

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

Project leaders 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.

The project promoter is required to:

**Include the logo of the Ministry's Living Together Division and the words "with the support of "** on all presentation, information and publicity documents directly related to the project and intended for the public.

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 January 2025: [subsides.zesummeliewen@fm.etat.lu](mailto:subsides.zesummeliewen@fm.etat.lu) .**

- **Final report** *Appendix 3* duly dated and signed by the person authorised to legally bind the association.

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 2025:**

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

---

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

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**.

## 5. Contact

For further information, please contact the Intercultural Living Together Division:

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

<b>APPENDICES :</b>
---------------------

- |            |   |   |
|------------|---|---|
| Appendix 1 | - | Application form – subsidy living together 2025 |
| Appendix 2 | - | Explanatory sheet of eligible costs 2025        |
| Appendix 3 | - | Final report – subsidy living together 2025     |
| Appendix 4 | - | Financial statement – subsidy 2025              |