ARMENIAN COMMUNITIES DEPARTMENT
Project Grants
Application Guidelines

General Overview

The Armenian Communities Department of the Calouste Gulbenkian Foundation (henceforth CGF) supports various projects that can have a positive impact on the Armenian world. Our **Project Grants** are open to all applicants and countries as long as they pertain to Armenian themes and issues. Projects submitted must fall within the scope of the Department's four main priority areas.

In order to help better understand what the Foundation seeks in project proposals in general and to help with the preparation of your application, CGF has developed this *Application Guidelines* document. All applicants are required to read the document before filling the CGF online Application Form. The guidelines are meant to help the applicant address key questions and formulate responses before filling the form. The form is comprised of 10 questions as listed below.

These guidelines should be read in conjunction with the "Requirements, Criteria and Conditions" document also available on the Project Grants webpage in the documents section. It highlights the Department's priorities and gives the broader context of the grants programme.

GUIDELINES FOR THE SPECIFIC QUESTIONS IN THE APPLICATION FORM

1. **Please give a brief summary of the project you are proposing.**
If you were explaining to a complete stranger what your project is about, what would be the key points that you would make? The most important points would be <u>what</u> are you going to be doing and <u>why</u>? This should be a short paragraph of approximately 120 words.

2. **Why do you want to do this project?**
Projects that are going to bring about a positive change in the Armenian world would interest the Foundation the most, as would projects that will add to the collective knowledge, enhance culture, language use and education. For example, you might want to address (but not be limited to) sub-questions such as: Is the project solving a specific problem? Is it addressing a need? What is it going to change? Is it going to substantially add to knowledge?

3.   Who is going to benefit from the project?

What population group do you want to reach through the project? Where are they located? For example, you might want to address (but not be limited to) sub-questions such as: Is the project age specific? Is the project location specific? Does the project have the capacity to reach a bigger worldwide audience? Whose capacity does it aim to build? Have gender considerations been taken into account? In order to promote equality and healthy societies, it is important to have an inclusive approach.

4.   When are you going to implement the project?

Make sure to indicate the start and finish dates of the project, as well as a time-line of planned activities or outputs. It would be helpful to break down specific tasks/events into specific time periods. The scheduling has to be realistic and feasible.

5.   Who is going to do or implement the project?

Please give details about the team that would implement the project, about your experience, and about any other partners or funders who are going to contribute to the project. For example, short biographies of team members would be useful, as well as descriptions of other organisations you plan to work with to implement the project. Enhancing collaboration is always beneficial. Mention if you have a partnership or collaboration strategy.

6.   What are you going to produce or what service are you going to offer through the project?

Please give specific numbers and provide examples of what materials or services you will be producing during or at the end of the project, and when available, send samples of work done previously. Be as specific as possible. These materials and services are often referred to as outputs. They may be physical items (e.g. books), events (e.g. seminars), or services (e.g. new research about a subject, an app, etc.). A project will often have several outputs.

7.   How are you going to know if the project succeeds? Is there a way of measuring its success?

This might be the most difficult question to answer. We would like to know what do you think will be the longer-term impact of the project? At the end of the project, or in a few years, will the project have any influence on anyone, on culture, on education or on any other domain? How would you know that? In the shorter term, if you have indicators and targets, please mention these.

It is best to explain what we mean through examples. If your project is about creating an Armenian language website (i.e. the output), your indicators would be number of people visiting it (and their

profiles), number of citations to it, number of downloaded articles/videos/images, etc. How many visits are being targeted in a month? If your project is about publishing a book, the indicators would be number of books to be sold/distributed during a year, number of bookstores or online shops where it would be sold/made available, number of potential readers, citations to it, reviews, etc. What are your targets for each of these indicators?

These outputs, however, do not necessarily show impact. The long-term success, or impact, of the website or the book will be in its ability to influence public opinion or language use or research. The indicators certainly hint at the potential impact of the project and how to measure it. If you have thought about these "impact" issues, please mention them. Each project has its own indicators, targets and potential impact; you may want to think what these are for your project. If you plan to evaluate the project, or parts of it, refer to it in this section.

In sum, <u>outputs</u> are the short-term achievements that the project sets out to produce (e.g. website, book, new research, etc.). <u>Impact</u> is the long-term success or influence the outputs have or will have on society (e.g. change of opinion or habit). <u>Indicators</u> are the threads that link outputs to impact. You might not be able to demonstrate the impact of a project immediately, but do indicate what you think the impact might be and how it would be possible to measure it.

8. How are you going to communicate about the project to the wider community?

Who is your main communication target group (if any)? What might be the key messages that you would want to convey to others? If you have a communications strategy please include it here. A communications strategy would mainly revolve around thinking about specific platforms, media outlets or any other appropriate means to ensure the project's visibility and ensure its dissemination to the target audience and/or to the wider public.

9. Will/can the project continue after funding from the Calouste Gulbenkian Foundation comes to an end?

Foundation grants are time specific. Do you plan to continue the project after funding ends? How will you sustain it? If you have an exit strategy please include it here. The sustainability of a project can mean one of two things. First, if the project can continue without the Foundation's support. Second, if continued utilization of its results can be assured after the completion of the project; for example, if the project created a website, will it remain operational (and updated) after funding ends? Please tell us in this section if a risk assessment has been undertaken, i.e. if you foresee any risks associated with the project itself or with any of its specific components.

10. The budget.

The last section of the application form pertains to the projected budget of the project. Please make sure that all costs have been taken into account, and justifications provided for the costs (e.g. salaries, equipment, travel, communications, IT services, etc.), and all sources of potential income listed. The budget should represent good value for money. You should indicate the overall cost of the project, how much of it you are seeking from the Foundation, if you have secured funds or in-kind services from other sources (including your own contribution, if any). If you already have a project budget as a separate document, you may upload it on the main application webpage (under "Supporting Documents"). If you do not have a detailed budget, we advise you to use the budget template available in "MyGulbenkian."

Technical matters

Please note that there are strict character limits in the application form. We advise that you count the characters (with spaces) in a Word document before pasting your text in the application form.

You may upload additional documents such as your budget and other relevant materials as per need (e.g. CVs, project related images, samples, etc.) in your egrants page. Note that a maximum of five documents can be uploaded, can be uploaded in PDF, JPEG or PNG formats; the maximum size of each file should not exceed 4 MB.

Please note that we may ask follow up questions and further details, or request an online meeting with you.

Projects are received throughout the year, with the exception of one month, mid-December until mid-January. They are assessed on a quarterly basis in April, July, October and January.

Data Protection

All personal data provided in the application process or during project implementation shall be treated exclusively for the purpose of managing **Project Grants** by Calouste Gulbenkian Foundation (CGF), as the entity acting as joint controller for processing the data.

The CGF may be contacted regarding any questions related to data processing carried out in this context and for these purposes through privacidade@gulbenkian.pt.

The personal data of the subject shall be kept for the period of time necessary for the management of the grant, except in cases where another period is required by applicable law. Some data (i.e. the name of the subject, date of application, terms and duration of the grant and personal data potentially included in the works and final publications) will be kept indefinitely by the CGF for the purpose of conservation of relevant information in the context of its relevant cultural assets.

The subject may, at any time, withdraw his/her consent for the processing of his/her personal data, in accordance with the applicable legislation, without prejudice to the validity of the processing made based on the consent previously given. The withdrawal of the consent implies that the CGF cannot treat his/her personal data for the purposes consented to and as such may result in the impossibility of the applicant continuing as such in the application.

The controller guarantee the subjects the exercise of their rights in relation to their personal data, such as the right of access, rectification, erasure, opposition, limitation of treatment and portability, according to the applicable legislation.

The controller implement all security measures necessary and adequate for the protection of the personal data of the subjects, either when the data is processed directly by them or when the data is processed by entities subcontracted by it.

The controller may treat personal data collected in this context directly and / or through subcontractors for the purpose of managing the grant. In such cases, appropriate contracts shall be entered into with such subcontracting entities, in accordance with the applicable legislation.

In the scope and for the purposes of managing the grant, the CGF may communicate the data of the subject to partner entities for publications and institutional communications. These entities may be located within the territory of the European Union or abroad, and in the latter case, appropriate mechanisms under the applicable legislation to safeguard the security of personal data processed shall be used at all times.

The subjects may file a complaint to the Portuguese National Authority ("Comissão Nacional de Proteção de Dados") if they believe that there is a breach of data protection incurred by the joint controllers.