

If you have any questions or would like any additional advice or guidance, please contact Lucy Farrant.

E: lucy.farrant@ukgermanconnection.org

T: +44 (0)20 7824 1570

Celebratory Fund

- Programme conditions and guidelines -

1. ELIGIBILITY

- 1.1. The Celebratory Fund programme is open to schools and youth groups in the UK and Germany:
 - primary and secondary schools, FE colleges
 - youth groups involving young people up to the age of 25
- 1.2. Students enrolled at a Higher Education institution are not eligible.
- 1.3. Applications from clusters of schools or youth groups or cross-sector clusters are also welcome.
- 1.4. Before submitting an application, the applicant institution must have established contact and agreed collaboration with a partner or partners in Germany.
- 1.5. For applicants who have previously received funding from UK-German Connection and would like to apply for further funding: a period of at least one year must elapse between the end of one funded activity and the beginning of another. Applicants may submit a subsequent grant application before the 12 month period is over but must be aware that no further funded activity may begin during this 12 month period.

2. PROJECT CRITERIA

Grants will normally be awarded on the basis that the activities:

- 2.1. are UK-German (bilateral)
- 2.2. take place either in the UK or in Germany and involve youth mobility
- 2.3. are in celebration of a partnership anniversary
- 2.4. relate directly to and reflect the partnership activities throughout the entire period over which the link has existed, including participation of previous participants
- 2.5. include plans and innovative ideas for the future development of the partnership, as well as a facilitated review and planning discussion session between the young people
- 2.6. include a strong element of involvement of young people in the conception, implementation and dissemination of the celebratory activity
- 2.7. are given high visibility and publicity in the local communities in both countries
- 2.8. have a wider impact on the school, college or youth groups involved, in addition to the young people taking part in the celebratory activity
- 2.9. include young people, who would otherwise not have the chance to take part
- 2.10. have the support of the senior management teams from all participating institutions.

3. SELECTION

- 3.1.** Priority will be given to schools and groups who have not previously received funding from UK-German Connection.
- 3.2.** The selection panel reserves the right to exclude applications which are incomplete or do not comply with these guidelines.
- 3.3.** The decision of the UK-German Connection selection panel is final.

4. ORGANISATIONAL DUTIES

- 4.1.** In the case of groups involving young people under the age of 18, a vetted and qualified adult (teacher, youth leader etc) must accompany the travelling group.
- 4.2.** All organisational duties (including child protection, risk assessment and insurance arrangements) are carried out by the organising party. UK-German Connection cannot be involved in the organisation of the activities and is exempt from responsibility. Applicants confirm with their signature on the application form that all arrangements will be in place.
- 4.3.** UK-German Connection can provide support, guidance and information on risk assessment and health and safety procedures. Please contact us for further details.

5. FUNDING

- 5.1.** The total amount of grant provided will be judged on a case-by-case basis, depending on the size, circumstances and numbers involved in the individual projects.
- 5.2.** The Celebratory Fund provides grants of normally 50% towards the overall fundable costs (please see 5.6 below).
- 5.3.** In exceptional circumstances, the grant can cover up to a maximum of 75% of the total fundable costs. As part of their funding proposal, applicants should outline the reasons for requesting an exceptional 75% grant.
- 5.4.** Grants are available for both large- and small-scale activities and the amount can be to anything up to, but will not exceed, £3,000.
- 5.5.** The grant must be shared between the participating institutions and provides support for all participating groups from both countries.
- 5.6.** Funding is available for
 - activity-related costs, e.g. materials, resources, dissemination activities
 - Travel, accommodation and subsistence costs related to the celebratory activity
- 5.7.** Grants can not be provided for
 - unilateral (one-sided) projects
 - traditional language exchanges
 - activities with a tourist focus
 - supply cover
 - hardware (PCs, cameras etc)
 - insurance
- 5.8.** UK-German Connection can not provide funding for activities which are receiving simultaneous support from partner organisations (e.g. through the British Council, the European Commission, the Pädagogischer Austauschdienst). Please contact us if you are unsure of your eligibility.

6. FUNDING PROCEDURE

- 6.1. The grant will be provided in two instalments, with 75% of the overall agreed grant provided at the beginning of the project (six to eight weeks before the beginning of the celebratory activity) and the remaining 25% paid on receipt of a satisfactory report and financial reconciliation.
- 6.2. Payments are made by cheque or international bank transfer. The total grant will be paid out to the institution which submitted the application. Payments must be made to a bank account belonging to the applying institution and can not be made to private individuals' accounts. If no official bank account is available and a private account must be used, the head of the institution and the account holder must sign and submit a statement confirming exclusive use of the private account for the proposed project.
- 6.3. The grant may only be used for the proposed and agreed activity; should the activity not take place as proposed, the full grant is refundable to UK-German Connection.
- 6.4. If the amount spent on the activity is lower than was outlined in the proposal, the total amount will be readjusted and reconciled against the final payment (or, if necessary, reimbursed to UK-German Connection by the participating institutions).

7. THE APPLICATION PROCESS

- 7.1. Each participating institution nominates a contact person who takes on a coordinating role for the celebratory activity. They will be the main point of contact for UK-German Connection.
- 7.2. Applicants must fill in an application form, which is available at:
www.ukgermanconnection.org/celebratoryfund
- 7.3. Applications must be received by UK-German Connection at least 4 weeks in advance of the celebratory activity and by the deadlines as stated on the programme website (www.ukgermanconnection.org/celebratoryfund). Incomplete or late applications cannot be assessed.
- 7.4. UK-German Connection does not accept responsibility for late or lost entries due to postal service or e-mail delays. Proof of postage is not proof of receipt.
- 7.5. Teachers / youth leaders / project coordinators apply on behalf of their institution. Applications must be made by an official school/college/youth group representative. UK-German Connection will not accept applications from individual pupils, students or group members, or through third parties (i.e. local authority, *Stadtverwaltung*).
- 7.6. One participating institution applies on behalf of all participating institutions in the proposed activity. All other project partners must submit a signed statement confirming that they have seen a copy of the application form and that they are participating in the project.
- 7.7. A signed hard copy of the form must be completed in black ink and sent by post to:

Lucy Farrant
UK-German Connection
34 Belgrave Square
London SW1X 8QB

8. NOTIFICATION OF APPLICATION OUTCOME

- 8.1. Applicants will normally be notified of the outcome of their application within four weeks after the application deadline.
- 8.2. If the application is successful, the participating institutions will receive an official award letter following initial notification by email and will be asked to confirm their acceptance of the grant.

9. PUBLICITY, REPORTS AND RECONCILIATION

- 9.1. Recipients of the grant are required to submit a short report after the celebration has taken place, including written contributions by the participating young people and images of the project activity. These will be published on the website to share and showcase the project and its outcomes. Report guidelines will be made available with the grant letters.
- 9.2. The celebration must also be publicised in the wider community, for example at community events and through the local press, educational websites etc.
- 9.3. Financial reconciliations will have to be attached to the reports and signed by the head of the institution. A template will be provided to successful applicants.
- 9.4. Reports can not be returned and may be used for promotional purposes by UK-German Connection.
- 9.5. Images of the celebratory activity may be used in educational and promotional material, including the project website. In submitting images, institutions are deemed to have gained parental consent to the use of images of young people. It is the responsibility of the school/college/youth group to inform UK-German Connection if certain images may not be published.

10. IMPORTANT INFORMATION

- 10.1. In applying for the Celebratory Fund programme, applicants accept these programme conditions and guidelines and agree to be bound by them.
- 10.2. Applicants must complete the application form fully and comply with all programme conditions and guidelines in order to be eligible for assessment. UK-German Connection will not accept responsibility for ineligible entries or entries made fraudulently.
- 10.3. UK-German Connection will use the information you provide for the purpose of administering and evaluating the Challenge Fund Programme. The information you have provided may be shared with our partner organisations (including the German and British Embassies and the German and UK Ministries of Education). With prior consent from the participating institutions, we may also disclose some information to other third parties to promote the scheme and encourage networking. Examples include the Goethe Institut, Local Authorities, the Educational Press and other relevant educational institutions.
- 10.4. In the event of changes to the proposal for celebratory activity (numbers of young people involved, dates, costs etc.) or should any part of the activity not take place as outlined in the application, applicants must inform UK-German Connection immediately.
- 10.5. UK-German Connection can not be held liable for any damages, claims or costs incurred in the event of the activity being cancelled due to reasons beyond their control.