



## Task Force for International Cooperation on Holocaust Education, Remembrance and Research Grant Programme 2010-2013

### ITF Grant Strategy 2010-2013

To strengthen the political commitment of governments in order to ensure future generations will understand the causes of the Holocaust and reflect upon its consequences, the ITF has committed itself to a three-year Grant Strategy beginning in 2010.

The objectives of the ITF's Funding Policy are to:

- Increase government involvement in creating programmes and infrastructure that will focus awareness on the Holocaust and contribute to combating antisemitism and xenophobia;
- Create sustainable structures for Holocaust education, remembrance, and research and, to that end, co-fund large-scale projects targeting multipliers;
- Fund multilateral projects and thereby stimulate the international exchange of expertise and a shared culture of remembrance.

The Grant Strategy consists of two programmes:

- 1) *Develop strategies for Holocaust Memorial Days in a way that injects substance, real meaning and educational value into these events.*
- 2) *Raise awareness and promote research into the causes of the Holocaust, its driving forces and mechanism, with a view to preventing genocide, ethnic cleansing, racism, antisemitism, and xenophobia.*

The ITF calls for grant applications from organizations and institutions in the field of Holocaust education, remembrance, and research that wish to carry out projects which fit within the remit of one of these two programmes. Project proposals should reflect the general objectives of the ITF Funding Policy by targeting political, social and educational leaders and decision-makers and by including a strong multilateral and international dimension. The ITF encourages grant applications that cut across the ITF's mandate fields with activities combining education, remembrance, and research. Applications related to the history of the Roma genocide are especially encouraged.

The minimum grant available is 15,000€ per year. The maximum available is 50,000€ per year. Grant allocation is provided for a maximum of two years.

**Applications must be received by 1 February 2012, 00:00 CET.**

**Carefully consult the Guidelines for Applicants along with the Eligibility Checklist before submitting an application. The ITF will not process incomplete applications. Please ensure that all required documents are submitted along with the online application form. Only online applications will be accepted.**

## Guidelines for Applicants

These guidelines provide important information regarding the criteria for the ITF Grant Programme 2010-13. Please read the following pages carefully and contact the ITF Secretariat with any question. In particular, you should pay attention to the new criteria relating to multilateralism and project partnership; target groups and co-funding. You are also encouraged to consult with your country's experts affiliated with the ITF regarding the concept and design of your proposal to ensure that it corresponds to the ITF's programme aims.

### 1. Overview of ITF Grant Programmes

Programme 1: Develop strategies for Holocaust Memorial Days in a way that injects substance, real meaning and educational value into these events.

With reference to paragraph 6 of the Stockholm Declaration, ITF Member Countries share a commitment to encourage appropriate forms of remembrance on Holocaust Memorial Days. The purpose of this programme is to encourage educational, remembrance, and research activities designed to promote the importance of Holocaust Memorial Days in society. Funds are granted for projects providing the educational content and conceptual framework to make such ceremonies more substantive, meaningful and valuable for society. Applicants' proposed project objectives should be in line with the general aims and objectives of the grant programme. For example, eligible applications will need to demonstrate that their proposed project seeks to contribute to increasing the educational value of Holocaust Memorial Days or develops conceptual frameworks for increasing the impact and meaningfulness of Holocaust Memorial Day events. The project aim might also be to increase awareness and political support for Holocaust Memorial Days.

*Note: the ITF does not cover the costs of commemoration or observance ceremonies on these days. Covering such costs should be the obligation of governments.*

Programme 2: Raise awareness and promote research into the causes of the Holocaust, its driving forces and mechanisms, with a view to preventing genocide, ethnic cleansing, racism, antisemitism, and xenophobia.

With reference to paragraph 3 of the Stockholm Declaration, ITF Member Countries share a commitment to fight the evils of genocide, ethnic cleansing, racism, antisemitism, and xenophobia by ensuring that future generations can understand the causes of the Holocaust and reflect upon its consequences. The purpose of this programme is to encourage educational, remembrance, and research activities designed to further such understanding and reflection for the benefit of present and future generations. Funds are granted for projects providing a conceptual framework to link education, remembrance, and research into the Holocaust to current efforts to prevent genocide, ethnic cleansing, racism, antisemitism, and xenophobia around the world. Applications will need to

clearly demonstrate how their proposed project seeks to contribute to combating current and future instances of genocide, ethnic cleansing, racism, antisemitism, and xenophobia. Proposals submitted under this programme should go beyond standard educational or informative programmes, focusing on the causes and mechanisms of the Holocaust and how increased awareness and research into these can contribute to the prevention of genocide, ethnic cleansing, racism, antisemitism and xenophobia today.

Special Focus: Applications addressing the Roma genocide are encouraged under both programmes.

Note on programmatic preference: Due to the large volume of applications received under Programme 2 in previous years, the ITF encourages applications under Programme 1 in 2012.

## 2. Eligible Target Groups under the ITF Grant Strategy 2010-13

An important new aspect of the ITF Grant Programme for 2010-13 is the decision to fund projects that reach high level multipliers such as political decision makers, government officials and educational policy makers. After a number of very productive years of supporting teacher training initiatives, the ITF has decided not to fund projects that target teachers under the 2010-13 Grant Programme. Applications should clearly indicate the expected target groups of the proposed project, and how the project plan will reach or influence these groups. Who does your project aim to influence and how does it propose to do so? The target group may include the intended beneficiaries of the project, its participants, and/or individuals and groups that may be more indirectly influenced by the project.

Eligible Target Groups include:

- a) **Political decision-makers/actors**, for example Members of Parliament; Governmental and regional representatives (including but not limited to: *ministers, ministry officials, diplomats, governors, mayors, etc.*); Civil servants (including but not limited to: *officials in public directorates and institutions, police commissioners and officers, etc.*)

Where an ITF Member Country directly benefits from a project, for example by educating civil servants in said country, the ITF will only fund the project under the condition that the ITF Member Country is co-funding a minimum of 40 % of the project costs.

- b) **Civil society/opinion-makers** (including but not limited to: *journalists, union representatives and community/religious leaders, etc.*)
- c) **Educational policy-makers** (including but not limited to: *curricula developers, developers of teaching material and editors, university deans and board members, teacher trainers, heads of educational departments at museums and memorials, etc.*).

The ITF does not encourage applications whose target group is limited to ‘teacher trainers’. If a project is designed to target teacher trainers, it should also seek to include other multipliers.

Note: If teacher trainers are among the target group, proof of their affiliation with an official institution for teacher training is required.

### 3. Multilateralism

In line with the objective to ‘stimulate the international exchange of expertise and a shared culture of remembrance’ only projects which demonstrate a strong multilateral dimension are eligible for funding under the ITF Grant Programme for 2010-13. The requirement for multilateralism should be reflected in the following areas of the project proposal:

- a) **Target Group/Beneficiaries:** In order to be eligible for funding, project proposals should demonstrate a strong multilateral dimension in terms of the target group benefiting from the project. Projects should seek to bring together beneficiary groups from **at least two different countries**. The purpose of this rule is to foster the international exchange of ideas and experiences among the beneficiaries within the target groups.
- b) **Project Partnership:** Multilateral project partnership is also strongly encouraged under the current Grant Programme. Proposals that clearly demonstrate the involvement of **at least one** project partner **from a country different from that of the primary applicant** are welcomed.

In order to be a ‘project partner’ the partnering organization should be involved in developing the concept for the project proposal. A contract of partnership should be provided with the application.

- c) **Participating Organizations:** The ITF also encourages multilateralism in relation to participating organizations. A participating organization is an organization or institution that is involved in the project, for example by providing services or by participating in conferences and events. This does not imply the same level of involvement as a formal Project Partner.

### 4. Co-Funding

Under the ITF Grant Programme for 2010-13 project applications must demonstrate a commitment of co-funding for at least 50% of the total project budget. This means that at least 50% of the total budget for the project is to be covered by sources other than the ITF.

The applying organization may list itself as a co-funder.

If at the time of application confirmation from other funding sources has not yet been received, the applicant should provide proof of intent to acquire co-funding (for example, a copy of a receipt of application to the relevant funding body or other correspondence with potential co-funders).

Required co-funding must be procured within one year of funding approval. The applicant must furnish proof that other donors have committed themselves to co-funding or that co-funding will be

provided from other sources in order to receive the initial installment of 70% of the annual allocation. 30% of the annual allocation to be paid on receipt of final and financial reports.

## 5. Non-Eligible Activities

The ITF is unable to consider providing financial support for the following types of activities:

- Capital projects or physical construction of memorials
- Commemoration events
- Individual research
- Literary works, music, theater, fine and plastic arts productions
- Film, video, and photographic development or production
- Monographs and individual life stories

## 6. Budget Criteria

The minimum grant available per year of funding is 15,000€. The maximum grant available per year of funding is 50,000€.

An organization may apply for funding in successive years for substantially different projects.

According to the ‘Sunset Rule’ the same project may have its funding renewed up to a maximum of three times by ITF between 2010 and 2013.

Note: the ITF will take into consideration the proportionality between the annual operating budget of the applying organization and the requested grant.

If an organization is applying for a grant and acting as project partner in one or more projects within the same year, the maximum benefit should not exceed an amount of 50,000€. The applicants are required to clearly indicate the benefit of their projects partners in the budget section of their application form. For example:

- i. If an organization applies for the maximum grant of 50,000€ per year, it may be a project partner in one or more other applications on the condition that it does not seek any further ITF funding through its partnering or participating relationships. The budget of the project(s) to which it is a partner must clearly show that no ITF funds will be received by the organization in question.
- ii. If an organization applies for a grant of less than 50,000€ per year, it may be a project partner in one or more other applications on the condition that the amount of funding it

seeks to receive through both, its own application and its partnering or participating relationship(s), does not exceed 50,000€ per year.

The following budget items are not eligible under the ITF Grant Programme. In case they are part of the project budget, they should be clearly earmarked as being paid for by co-funding and not by ITF funds:

- Cash Prizes
- Equipment
- Honoraria payments
- Events that do not directly contribute to reaching the objective of the project.

ITF grants can only be used to fund travel and accommodation under the condition that beneficiaries bear 50% of the costs on their own. The costs for train tickets will only be accepted on the basis of 2<sup>nd</sup> class prices, and airplane tickets on the basis of economy class prices. Beneficiaries may stay in hotels of no more than three stars.

## **7. Follow-up, monitoring and evaluation**

If an application is successful, the applicant will be notified and required to submit a Logical Framework and an updated budget, as well as confirmation of co-funding, before funds can be allocated. Some other specific conditions of grant allocation may also be stipulated. The ITF reserves the right to award less than the requested amount.

Once the grant is approved and funds allocated, applicants must comply with ITF's project management, monitoring and evaluation requirements. This includes the submission of financial and operational reports including an independent audit report, as well as, for multi-annual projects, annual interim reports. Templates for narrative reporting are provided. Documentation and disbursement procedures for recipients of ITF funds are as follows:

- Upon approval of co-funding the initial installment of 70% of the annual allocation will be provided by the ITF.
- Multi-year projects must submit interim annual progress reports.
- Financial reporting and expense accounting are required for all projects. Any project must be independently audited. The audit must be conducted in accordance with generally accepted auditing standards, identifying the ITF contribution in this audit report and shall be submitted to the ITF Secretariat. For ITF grants above €30,000, the cost of such an audit will not be covered by the ITF, but must be borne by the Grant Recipient. For ITF grants under €30,000 the ITF may provide the auditing costs up to a maximum of 10% of the cost of the ITF's grant to the project.
- A Final Project Report (narrative and financial) must be submitted within six months of completion of the project.

- The final installment of 30% will be paid on approval of the final reports by the Evaluation board.
- Recipients should acknowledge the contribution of the ITF in any publications, conference literature, etc. related to the project.

## **8. Notes and Disclaimers**

- The ITF encourages grant applications for projects from everywhere in the world. The ITF reserves the right to take the geographic distribution of appropriate applications into consideration during its review process.
- Due to the limited resources available, not all eligible applications will be accepted.
- Applications that are incomplete, or do not meet the formal requirements as laid out in the guidelines for applications will not be considered for funding.
- If representatives of the applying organization or project partners of such organizations contact members of the Funding Review Committee regarding the grant programme and/or their application during the application and review periods, then their application will be disqualified from review.
- Applications from organizations that already received funding from the ITF between 2005 and 2009 but did not complete their projects and/or submit final reports within the approved grant period will not be considered for funding.